Forms Content Management Program (FCMP)

AKO “My Forms” Senior Leader Briefing

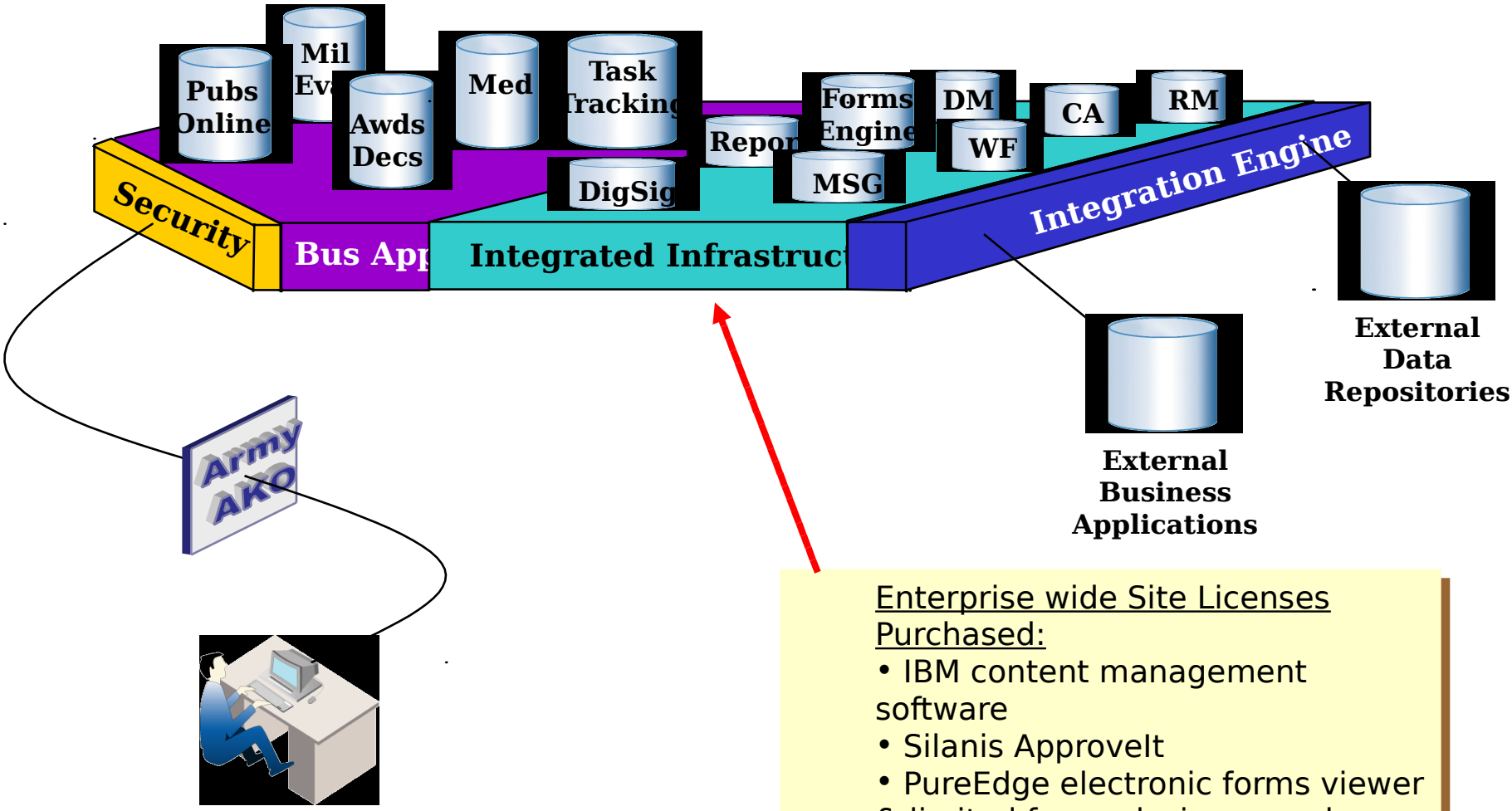
What: Forms Content Management Program (FCMP):

Re-engineer the Army forms program and build an enterprise infrastructure; develop applications which focus on form data instead of format.

- What: Total system solution on Army Knowledge Online providing:
  - Electronic forms (using PureEdge vice FormFlow)
  - Electronic signatures (using ApproveIt) (over 135 forms can be signed electronically as of 19 Oct 06.)
  - Workflow
  - Reporting capabilities
- Why: Empower Army users at all levels (units & individuals)
  - Enable e-business processes
  - Eliminate stovepipes
  - Reduce development and sustaining costs

Software is no cost to user; download to work & home computers.

An Army Solution for all Users Supporting the Army Mission



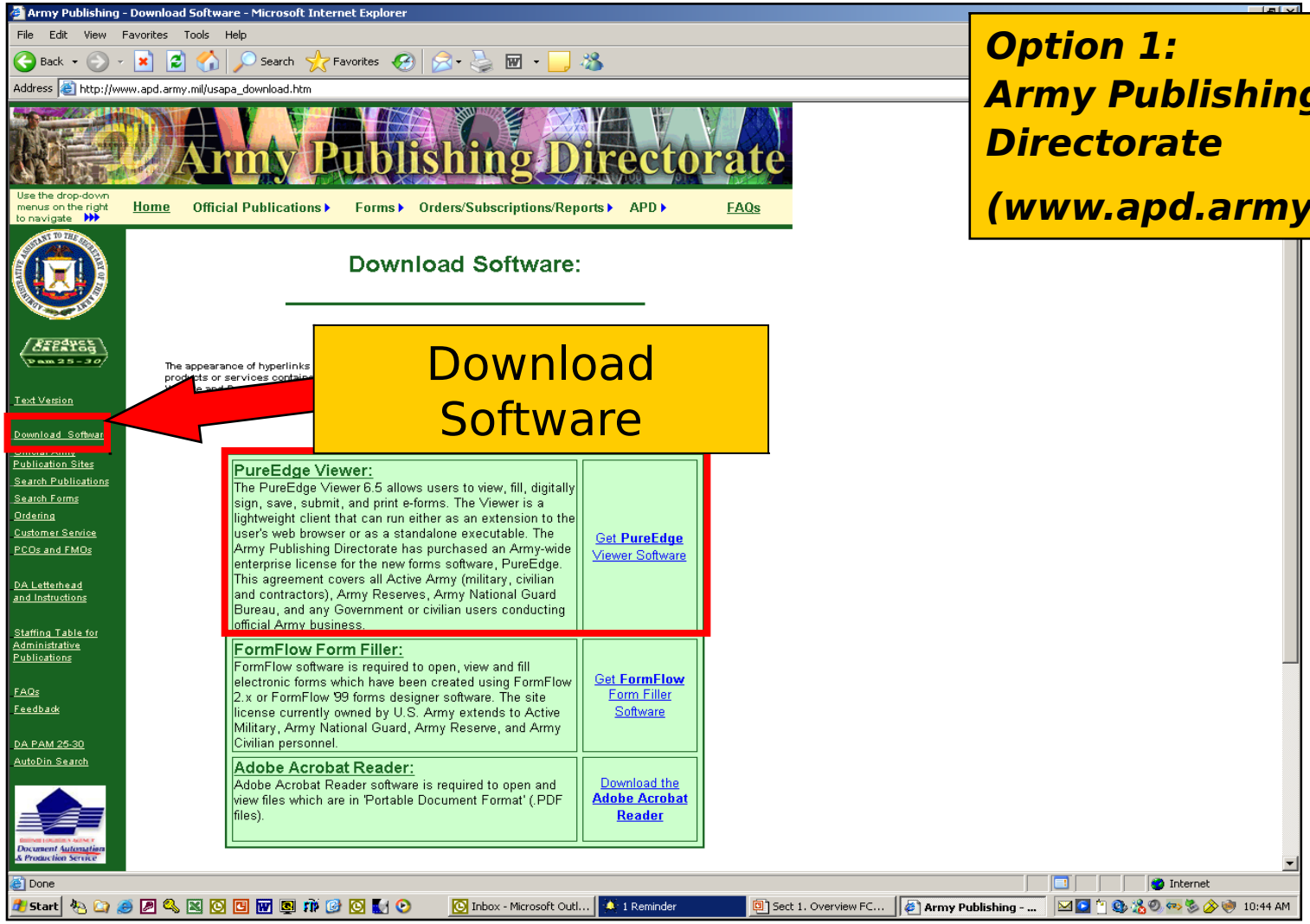
Enterprise wide Site Licenses Purchased:

- IBM content management software
- Silanis ApproveIt
- PureEdge electronic forms viewer & limited forms designer packages

OC: ESO, tapcmse@conus.army.mil, (703) 325-9660 https:https://www.hrc.army

Obtaining Software

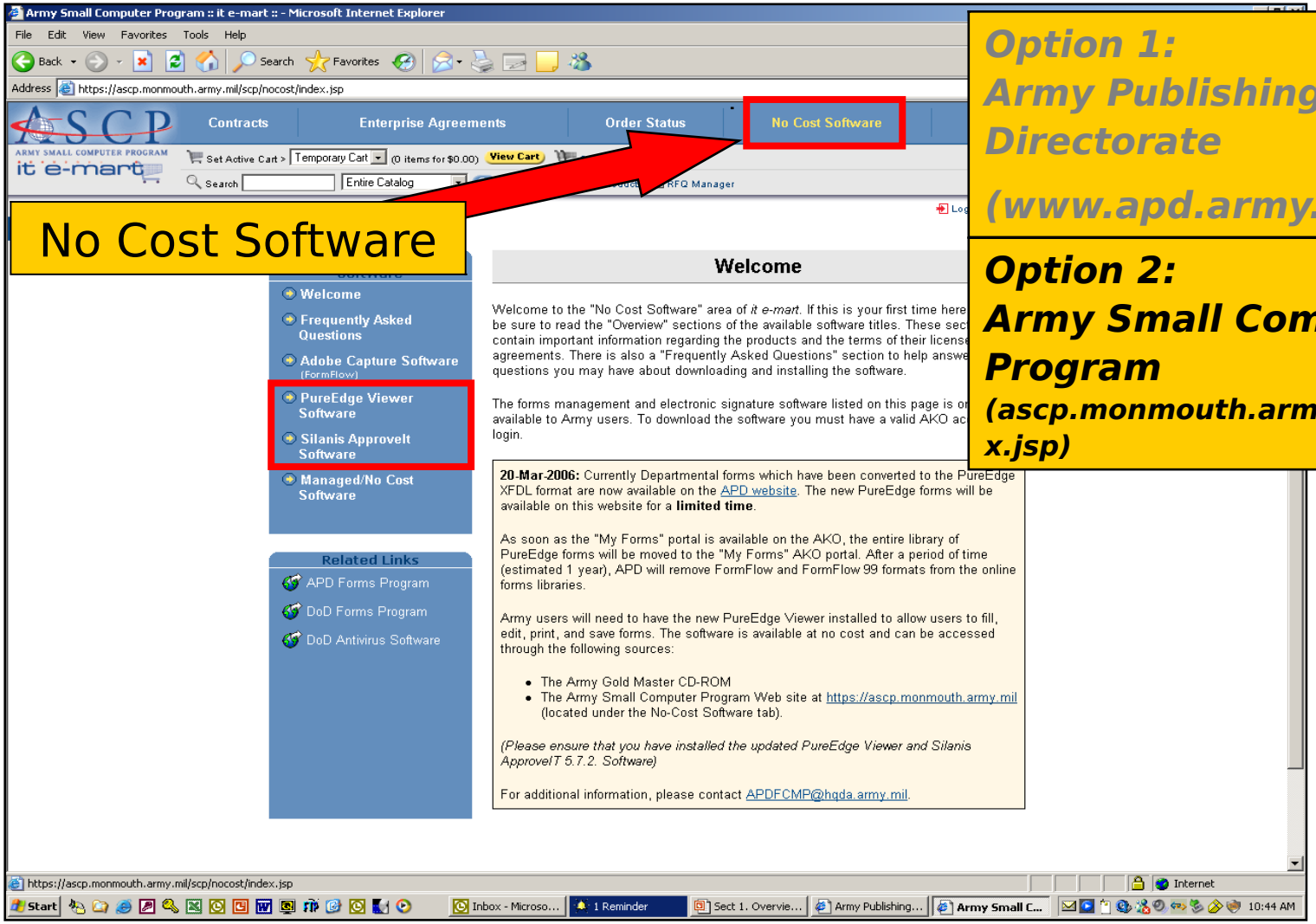
(See MILPER Msg 06-047 for details)


Army Publishing - Download Software - Microsoft Internet Explorer
Address http://www.apd.army.mil/usapa_download.htm
Army Publishing Directorate
Use the drop-down menus on the right to navigate
Home
Official Publications
Forms
Orders/Subscriptions/Reports
APD
FAQs
Download Software:
Download Software
Text Version
Publication Sites
Search Publications
Search Forms
Ordering
Customer Service
PCOs and FMOs
DA Letterhead and Instructions
Staffing Table for Administrative Publications
FAQs
Feedback
DA PAM 25-30
AutoDin Search
PureEdge Viewer:
The PureEdge Viewer 6.5 allows users to view, fill, digitally sign, save, submit, and print e-forms. The Viewer is a lightweight client that can run either as an extension to the user's web browser or as a standalone executable. The Army Publishing Directorate has purchased an Army-wide enterprise license for the new forms software, PureEdge. This agreement covers all Active Army (military, civilian and contractors), Army Reserves, Army National Guard Bureau, and any Government or civilian users conducting official Army business.
Get PureEdge Viewer Software
FormFlow Form Filler:
FormFlow software is required to open, view and fill electronic forms which have been created using FormFlow 2.x or FormFlow '99 forms designer software. The site license currently owned by U.S. Army extends to Active Military, Army National Guard, Army Reserve, and Army Civilian personnel.
Get FormFlow Form Filler Software
Adobe Acrobat Reader:
Adobe Acrobat Reader software is required to open and view files which are in 'Portable Document Format' (.PDF files).
Download the Adobe Acrobat Reader
Done
Internet
Start
10:44 AM

Option 1:
Army Publishing Directorate

(www.apd.army.mil)

Obtaining Software
(See MILPER Msg 06-047 for details)

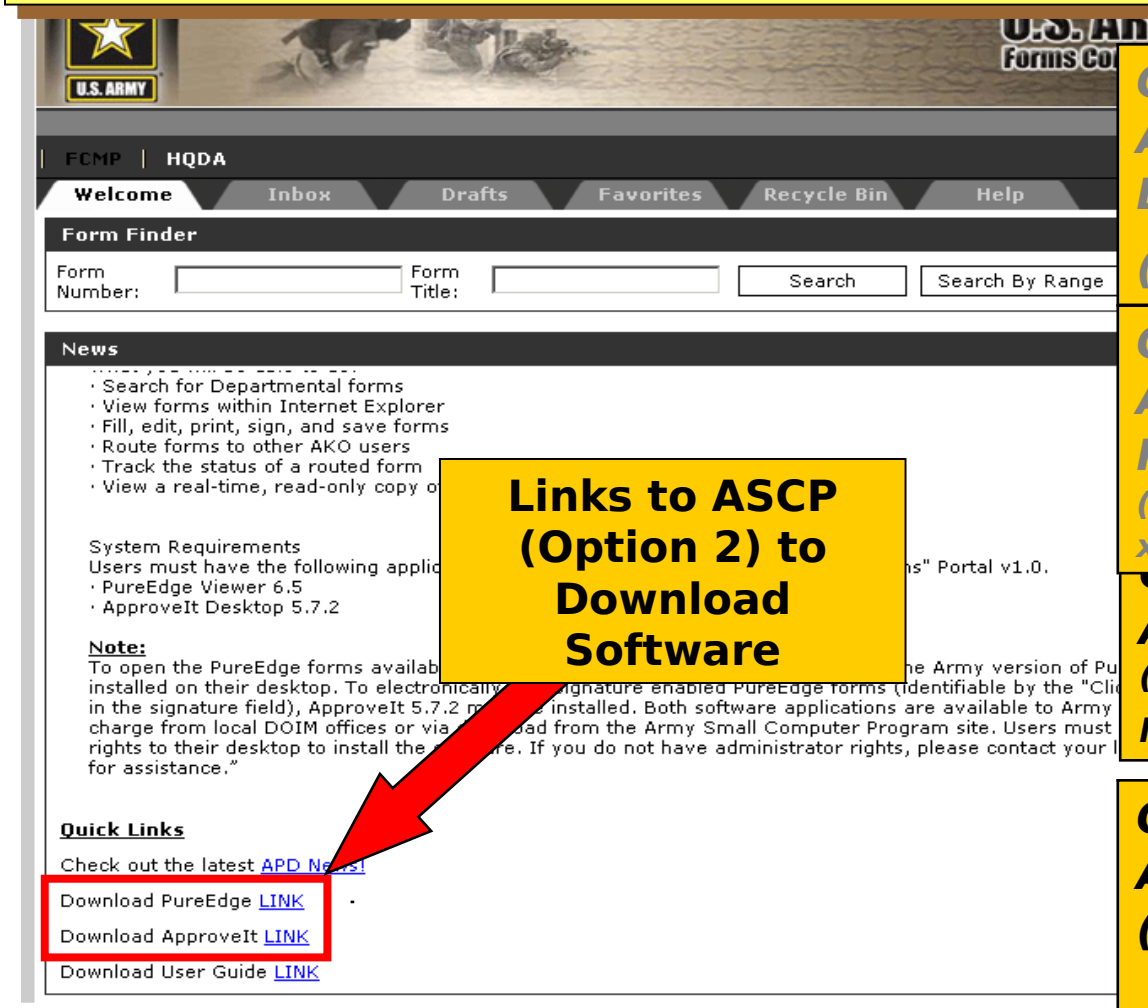

Army Small Computer Program :: it e-mart :: - Microsoft Internet Explorer
Contracts
Enterprise Agreements
Order Status
No Cost Software
No Cost Software
Welcome
Welcome
Frequently Asked Questions
Adobe Capture Software (FormFlow)
PureEdge Viewer Software
Silanis ApproveIt Software
Managed/No Cost Software
Related Links
APD Forms Program
DoD Forms Program
DoD Antivirus Software
20-Mar-2006: Currently Departmental forms which have been converted to the PureEdge XFDL format are now available on the APD website. The new PureEdge forms will be available on this website for a limited time.
As soon as the "My Forms" portal is available on the AKO, the entire library of PureEdge forms will be moved to the "My Forms" AKO portal. After a period of time (estimated 1 year), APD will remove FormFlow and FormFlow 99 formats from the online forms libraries.
Army users will need to have the new PureEdge Viewer installed to allow users to fill, edit, print, and save forms. The software is available at no cost and can be accessed through the following sources:
The Army Gold Master CD-ROM
The Army Small Computer Program Web site at https://ascp.monmouth.army.mil (located under the No-Cost Software tab).
(Please ensure that you have installed the updated PureEdge Viewer and Silanis ApproveIT 5.7.2. Software)
For additional information, please contact APDFCMP@hqda.army.mil.

Option 1:
Army Publishing Directorate
(www.apd.army.mil)

Option 2:
Army Small Computer Program
(ascp.monmouth.army.mil/scp/index.jsp)

Obtaining Software

(See MILPER Msg 06-047 for details)



Links to ASCP (Option 2) to Download Software

Option 1:
Army Publishing Directorate
(www.apd.army.mil)

Option 2:
Army Small Computer Program
(ascp.monmouth.army.mil/scp/index.jsp)

Option 3:
AKO My Forms Portal
(Scroll down to access download links)

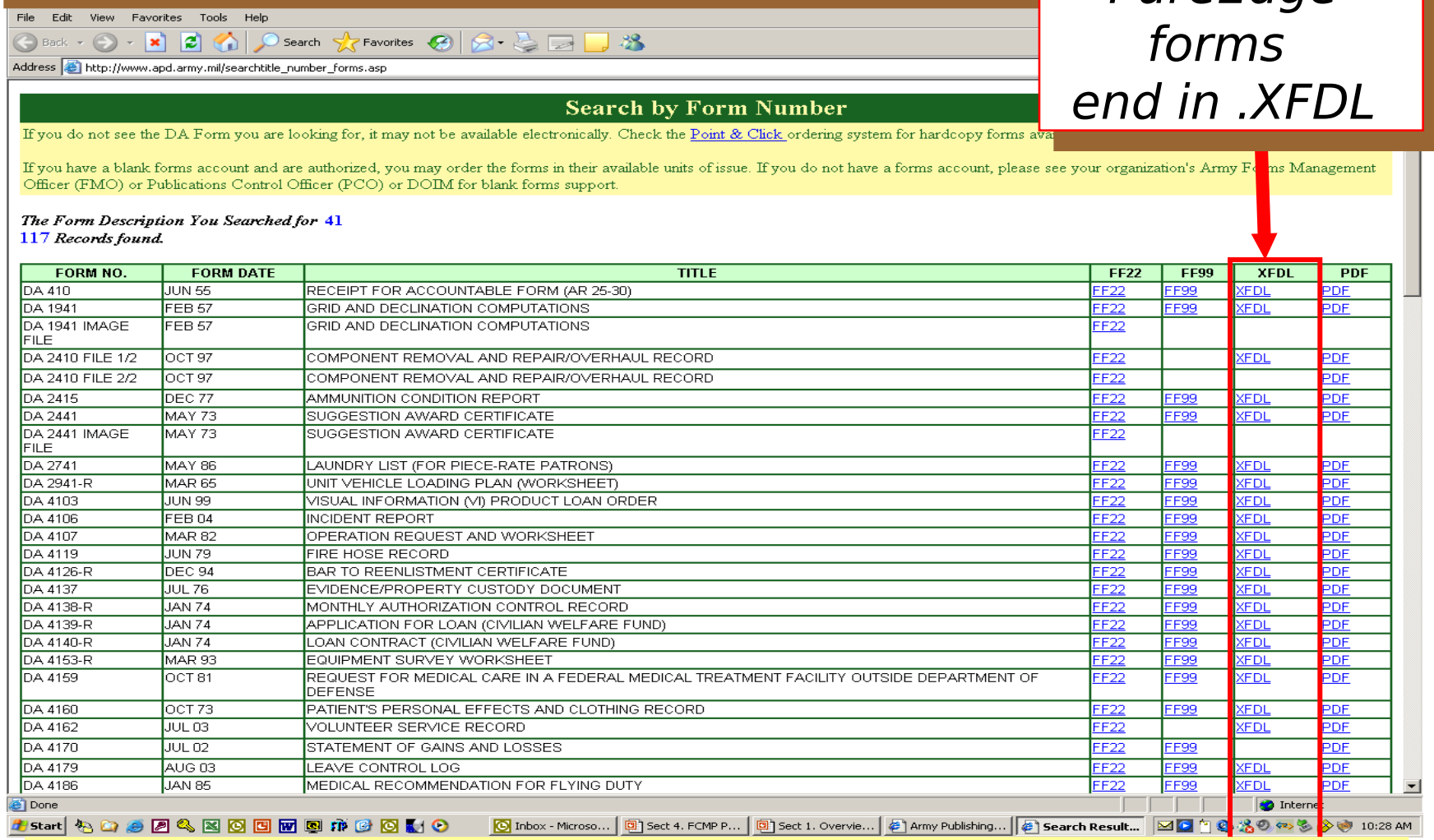
Option 4:
Army Golden Master (AGM)

DOIM's have it on CD-ROM or can access NETCOM/G6 website to download

OC: ESO, tapcmse@conus.army.mil, (703) 325-9660 https:https://www.hrc.army.mil/site/a

All DA Forms on APD website

PureEdge forms end in .XFDL



File Edit View Favorites Tools Help

Address http://www.apd.army.mil/searchtitle_number_forms.asp

Search by Form Number

If you do not see the DA Form you are looking for, it may not be available electronically. Check the Point & Click ordering system for hardcopy forms ava

If you have a blank forms account and are authorized, you may order the forms in their available units of issue. If you do not have a forms account, please see your organization's Army Forms Management Officer (FMO) or Publications Control Officer (PCO) or DOIM for blank forms support.

The Form Description You Searched for **41**
117 ***Records found.***

FORM NO.	FORM DATE	TITLE	FF22	FF99	XFDL	PDF
DA 410	JUN 55	RECEIPT FOR ACCOUNTABLE FORM (AR 25-30)	FF22	FF99	XFDL	PDF
DA 1941	FEB 57	GRID AND DECLINATION COMPUTATIONS	FF22	FF99	XFDL	PDF
DA 1941 IMAGE FILE	FEB 57	GRID AND DECLINATION COMPUTATIONS	FF22			
DA 2410 FILE 1/2	OCT 97	COMPONENT REMOVAL AND REPAIR/OVERHAUL RECORD	FF22		XFDL	PDF
DA 2410 FILE 2/2	OCT 97	COMPONENT REMOVAL AND REPAIR/OVERHAUL RECORD	FF22			PDF
DA 2415	DEC 77	AMMUNITION CONDITION REPORT	FF22	FF99	XFDL	PDF
DA 2441	MAY 73	SUGGESTION AWARD CERTIFICATE	FF22	FF99	XFDL	PDF
DA 2441 IMAGE FILE	MAY 73	SUGGESTION AWARD CERTIFICATE	FF22			
DA 2741	MAY 86	LAUNDRY LIST (FOR PIECE-RATE PATRONS)	FF22	FF99	XFDL	PDF
DA 2941-R	MAR 65	UNIT VEHICLE LOADING PLAN (WORKSHEET)	FF22	FF99	XFDL	PDF
DA 4103	JUN 99	VISUAL INFORMATION (VI) PRODUCT LOAN ORDER	FF22	FF99	XFDL	PDF
DA 4106	FEB 04	INCIDENT REPORT	FF22	FF99	XFDL	PDF
DA 4107	MAR 82	OPERATION REQUEST AND WORKSHEET	FF22	FF99	XFDL	PDF
DA 4119	JUN 79	FIRE HOSE RECORD	FF22	FF99	XFDL	PDF
DA 4126-R	DEC 94	BAR TO REENLISTMENT CERTIFICATE	FF22	FF99	XFDL	PDF
DA 4137	JUL 76	EVIDENCE/PROPERTY CUSTODY DOCUMENT	FF22	FF99	XFDL	PDF
DA 4138-R	JAN 74	MONTHLY AUTHORIZATION CONTROL RECORD	FF22	FF99	XFDL	PDF
DA 4139-R	JAN 74	APPLICATION FOR LOAN (CIVILIAN WELFARE FUND)	FF22	FF99	XFDL	PDF
DA 4140-R	JAN 74	LOAN CONTRACT (CIVILIAN WELFARE FUND)	FF22	FF99	XFDL	PDF
DA 4153-R	MAR 93	EQUIPMENT SURVEY WORKSHEET	FF22	FF99	XFDL	PDF
DA 4159	OCT 81	REQUEST FOR MEDICAL CARE IN A FEDERAL MEDICAL TREATMENT FACILITY OUTSIDE DEPARTMENT OF DEFENSE	FF22	FF99	XFDL	PDF
DA 4160	OCT 73	PATIENT'S PERSONAL EFFECTS AND CLOTHING RECORD	FF22	FF99	XFDL	PDF
DA 4162	JUL 03	VOLUNTEER SERVICE RECORD	FF22		XFDL	PDF
DA 4170	JUL 02	STATEMENT OF GAINS AND LOSSES	FF22	FF99		PDF
DA 4179	AUG 03	LEAVE CONTROL LOG	FF22	FF99	XFDL	PDF
DA 4186	JAN 85	MEDICAL RECOMMENDATION FOR FLYING DUTY	FF22	FF99	XFDL	PDF

Done

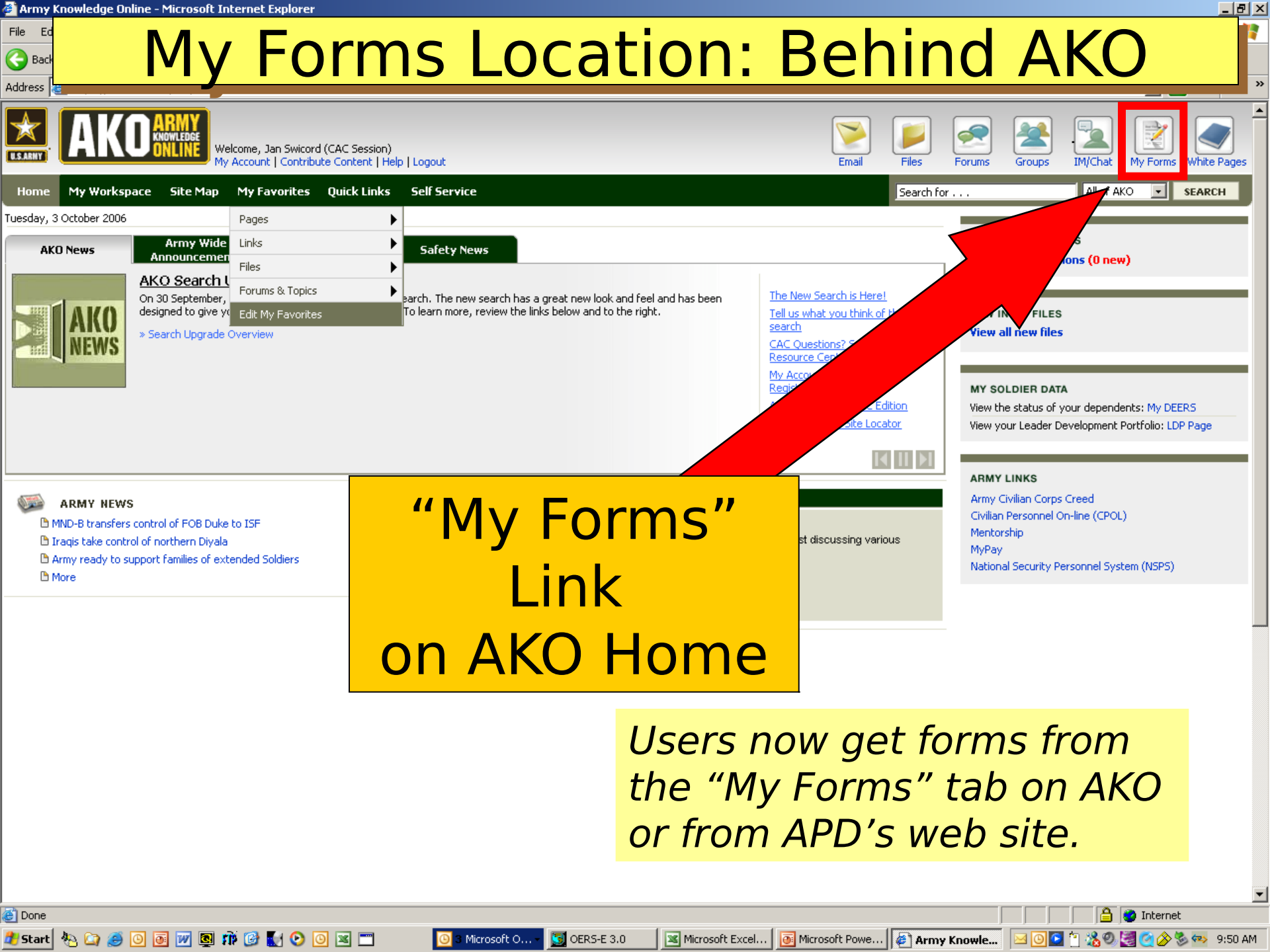
Start | Inbox - Microso... | Sect 4. FCMP P... | Sect 1. Overvie... | Army Publishing... | Search Result... | 10:28 AM

Software is no cost to user; download to work & home computers.

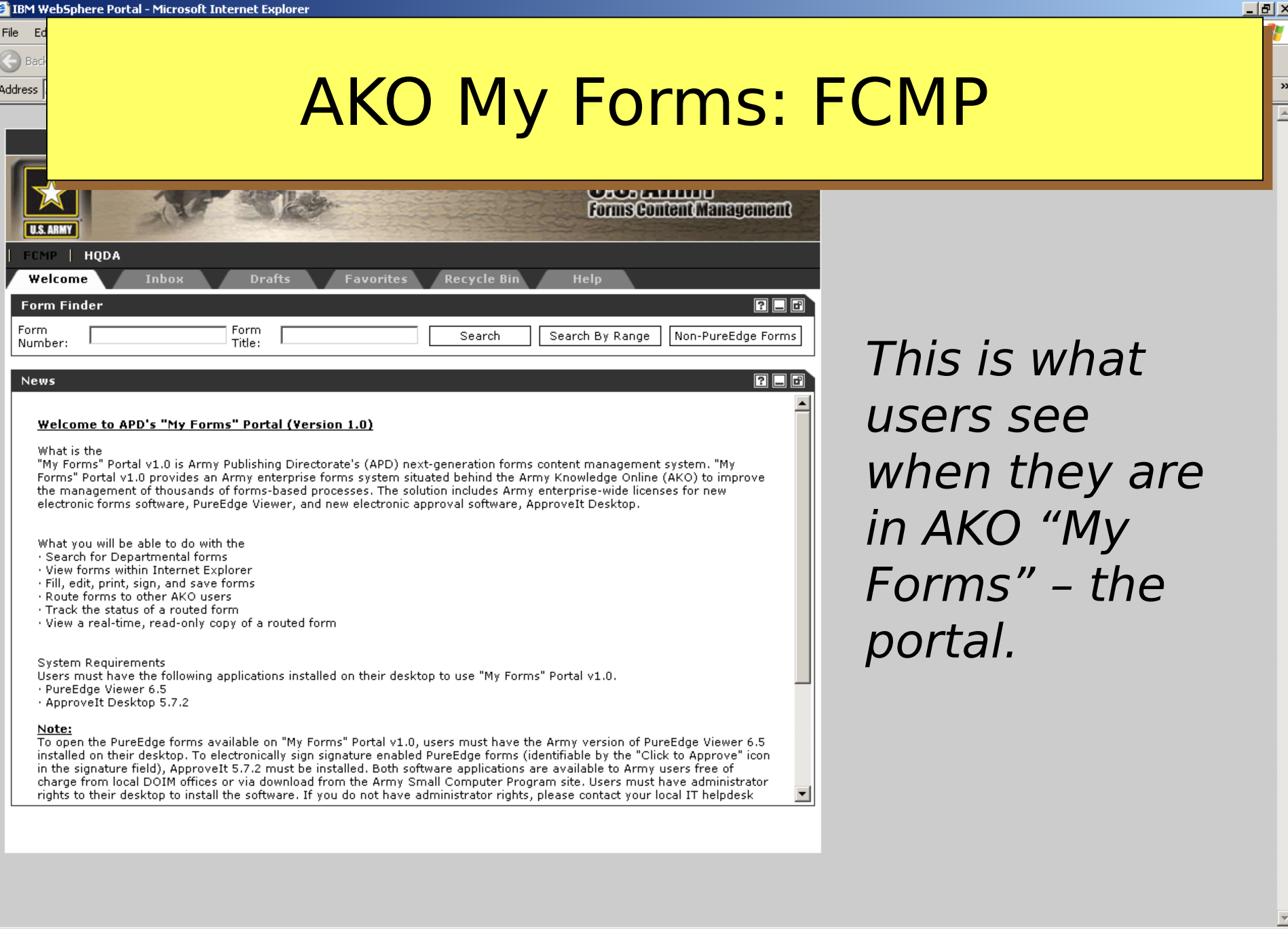
Bottom Line Impacts

- **Mirrored in every subsequent form, in some form or fashion.**
- **Electronic evaluations:**
  - Provide electronic signature for dispersed locations
  - Support Soldiers in all three components (RA, USAR, & ARNG)
  - Transform methods of getting and moving information
  - Improve content & make the process easier
    - Improves what users have today (and provide more)
    - Eliminates Personnel Service Battalions eval processing (supports Transformation/PSDR)
    - Improves reliability of submission timeliness
  - Reduce, or eliminate, overnight mailing costs
  - Works to eliminate interim & legacy systems currently used
  - Make counseling administratively worth the time

My Forms Location: Behind AKO



AKO My Forms: FCMP

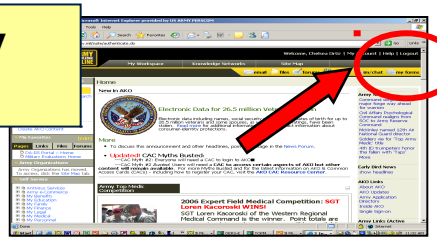

IBM WebSphere Portal - Microsoft Internet Explorer
Forms Content Management
U.S. ARMY
FCMP | HQDA
Welcome
Inbox
Drafts
Favorites
Recycle Bin
Help
Form Finder
Form Number:
Form Title:
Search
Search By Range
Non-PureEdge Forms
News
Welcome to APD's "My Forms" Portal (Version 1.0)
What is the "My Forms" Portal v1.0 is Army Publishing Directorate's (APD) next-generation forms content management system. "My Forms" Portal v1.0 provides an Army enterprise forms system situated behind the Army Knowledge Online (AKO) to improve the management of thousands of forms-based processes. The solution includes Army enterprise-wide licenses for new electronic forms software, PureEdge Viewer, and new electronic approval software, ApproveIt Desktop.
What you will be able to do with the
· Search for Departmental forms
· View forms within Internet Explorer
· Fill, edit, print, sign, and save forms
· Route forms to other AKO users
· Track the status of a routed form
· View a real-time, read-only copy of a routed form
System Requirements
Users must have the following applications installed on their desktop to use "My Forms" Portal v1.0.
· PureEdge Viewer 6.5
· ApproveIt Desktop 5.7.2
Note:
To open the PureEdge forms available on "My Forms" Portal v1.0, users must have the Army version of PureEdge Viewer 6.5 installed on their desktop. To electronically sign signature enabled PureEdge forms (identifiable by the "Click to Approve" icon in the signature field), ApproveIt 5.7.2 must be installed. Both software applications are available to Army users free of charge from local DOIM offices or via download from the Army Small Computer Program site. Users must have administrator rights to their desktop to install the software. If you do not have administrator rights, please contact your local IT helpdesk

This is what users see when they are in AKO "My Forms" – the portal.

Implementation Time Line: Military Evaluations & AKO "My Forms"

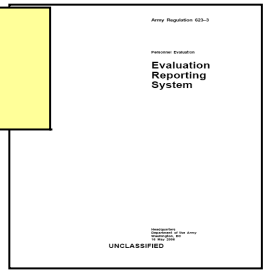
When: What:

12 May 06



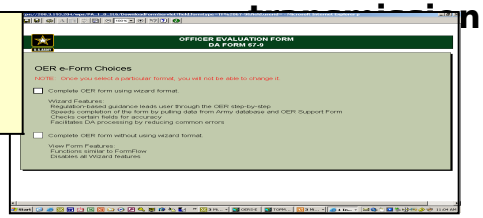
- **AKO "My Forms" available to the Army with all DA and some DD forms converted to PureEdge.**
- **103 forms have electronic signatures.**
- **"My Forms" management functions available to users with these forms.**
- **On AKO, users find military evals current to AR 623-105, -205, & -1.**

15 Jun 06



- **Effective date of new AR 623-3 & DA PAM 623-3 which covers OER, NCOER, and AER Systems and which revises all military evaluation forms.**
- **Revised forms are dated Mar 06.**
- **On AKO "My Forms," users find revised military evaluation forms with digital signatures.**
- **Users submit revised forms to HQDA using current methods of [illegible]n.**

15 Oct 06



Full Wizard (Green) Forms Available to Users

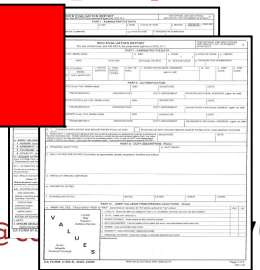
- **All forms are there!**
- **Forms include digital signature, help keys, and embedded regulatory logic to guide rating officials**
- **. Forms allow users to transfer from support forms to final evals.**

NET 15 Nov 06

Electronic Submission to HQDA

- **Once testing at HQDA is complete we will initiate the automatic "send to HQDA" function on AKO "My Forms."**
- **Until this time, users can send reports to HQDA in the manner currently available to them (mail, upload, OER by Email, etc).**

12 Oct 06



- **Last day to send old versions of forms to HQDA. Users must submit revised forms (those dated Mar 06) after this date.**
- **Users prepare and submit delinquent or missing reports from previous rating periods before this date. Hereafter, all OER/NCOER must be on the revised form.**

Key Points: Electronic Evals

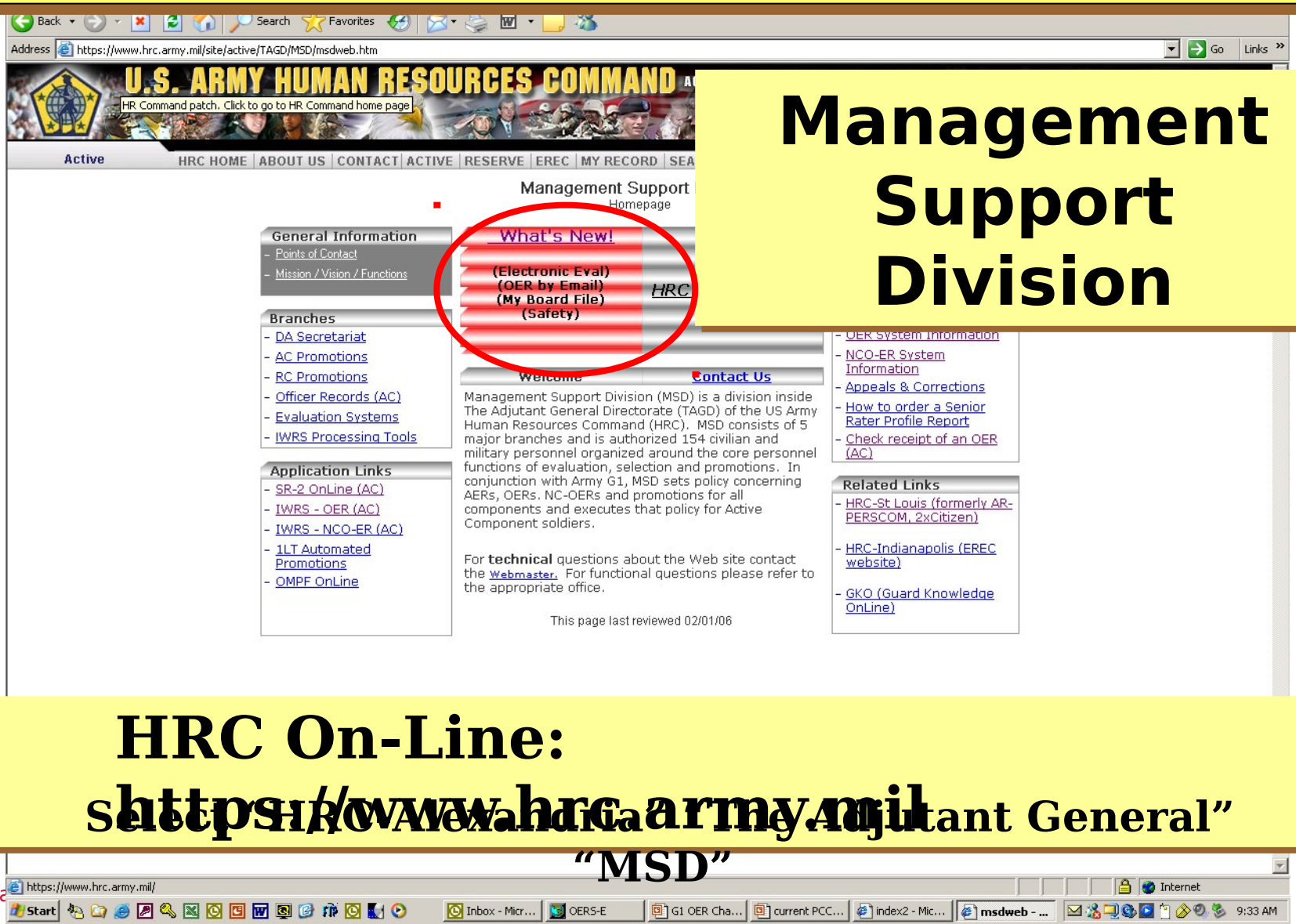
- HQDA does not accept old forms after 12 Oct 06. All OER, NCOER & AER submitted after 12 Oct 06 must be on the Mar 06 form version.
- AR 623-3 and DA Pam 623-3 cover the new forms. You need both documents.
- AKO "My Forms" is available for all Army forms not just evaluations.
- AKO "My Forms" can be used to complete OER & NCOER, route between rating officials, and digitally sign with CAC. Final copies must be printed and sent to HQDA (until the next bullet kicks in…).
- Still working to completion:
  - Smart forms – wizard format – forms with green background.
  - Ability to send final evals to HQDA electronically behind AKO.
  - Ability to transfer information from support forms to final evaluations.
- There is no date required for use of AKO "My Forms" but if you don't use it you don't get the benefits.
- To use AKO My Forms you need PureEdge Viewer, ApproveIt, & CAC.

Bottom Line for Those Concerned

- There is a 120-day transition period (15 Jun 06 thru 12 Oct 06) during which both old and new forms will be accepted at HQDA.
- All users are required to submit the new versions of evaluation forms after 13 OCT 06 (those dated Mar 06).
- HQDA will not accept the old form version after 12 OCT 06.
- Until further notice, users will still retain their current processing and submission procedures concurrent with the electronic method, (i.e., you can still mail in hard copies.)
- Basic functions are included in our first electronic version;

<u>Processing and submission options</u>:
New forms will be in FormFlow, PureEdge, and Adobe.
Paper copies can still be mailed in.
AKO upload of NCOERs, as authorized, will be maintained.
OER by Email, if properly authorized, will be maintained.

Answers & Training Located:

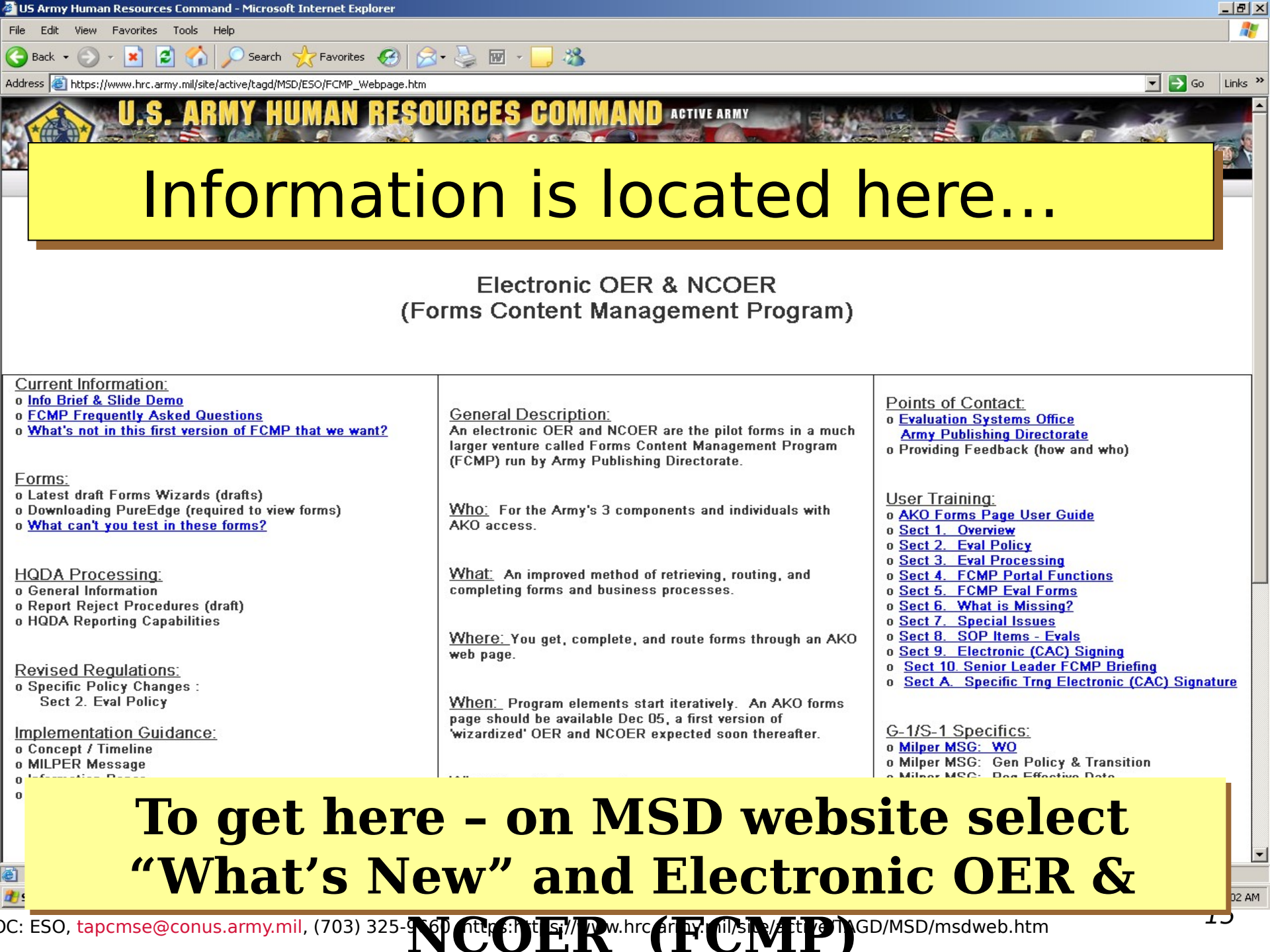


Management Support Division

HRC On-Line:

https://www.hrc.army.mil

Select: "HRC Alexandria" "The Adjutant General" "MSD"


US Army Human Resources Command - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.hrc.army.mil/site/active/tagd/MSD/ESO/FCMP_Webpage.htm
Go Links
U.S. ARMY HUMAN RESOURCES COMMAND ACTIVE ARMY
Information is located here...
Electronic OER & NCOER
(Forms Content Management Program)
Current Information:
o Info Brief & Slide Demo
o FCMP Frequently Asked Questions
o What's not in this first version of FCMP that we want?
Forms:
o Latest draft Forms Wizards (drafts)
o Downloading PureEdge (required to view forms)
o What can't you test in these forms?
HQDA Processing:
o General Information
o Report Reject Procedures (draft)
o HQDA Reporting Capabilities
Revised Regulations:
o Specific Policy Changes :
Sect 2. Eval Policy
Implementation Guidance:
o Concept / Timeline
o MILPER Message
General Description:
An electronic OER and NCOER are the pilot forms in a much larger venture called Forms Content Management Program (FCMP) run by Army Publishing Directorate.
Who: For the Army's 3 components and individuals with AKO access.
What: An improved method of retrieving, routing, and completing forms and business processes.
Where: You get, complete, and route forms through an AKO web page.
When: Program elements start iteratively. An AKO forms page should be available Dec 05, a first version of 'wizardized' OER and NCOER expected soon thereafter.
Points of Contact:
o Evaluation Systems Office
Army Publishing Directorate
o Providing Feedback (how and who)
User Training:
o AKO Forms Page User Guide
o Sect 1. Overview
o Sect 2. Eval Policy
o Sect 3. Eval Processing
o Sect 4. FCMP Portal Functions
o Sect 5. FCMP Eval Forms
o Sect 6. What is Missing?
o Sect 7. Special Issues
o Sect 8. SOP Items - Evals
o Sect 9. Electronic (CAC) Signing
o Sect 10. Senior Leader FCMP Briefing
o Sect A. Specific Trng Electronic (CAC) Signature
G-1/S-1 Specifics:
o Milper MSG: WO
o Milper MSG: Gen Policy & Transition
To get here – on MSD website select "What's New" and Electronic OER & NCOER (FCMP)

Key Points: Electronic Evals

- HQDA will no longer accept old forms after 12 Oct 06. All OER, NCOER & AER submitted after 12 Oct 06 must be on the Mar 06 form version.
- AR 623-3 and DA Pam 623-3 cover the new forms. You need both documents.
- AKO "My Forms" is available for all Army forms not just evaluations.
- AKO "My Forms" can be used to complete OER & NCOER, route between rating officials, and digitally sign with CAC. Final copies must be printed and sent to HQDA (until the next bullet kicks in…).
- Still working to completion:
  - Smart forms – wizard format – forms with green background.
  - Ability to send final evals to HQDA electronically behind AKO.
  - Ability to transfer information from support forms to final evaluations.
- There is no date required for use of AKO "My Forms" but if you don't use it you don't get the benefits.
- To use AKO My Forms you need PureEdge Viewer, ApproveIt, & CAC.

Points of Contact

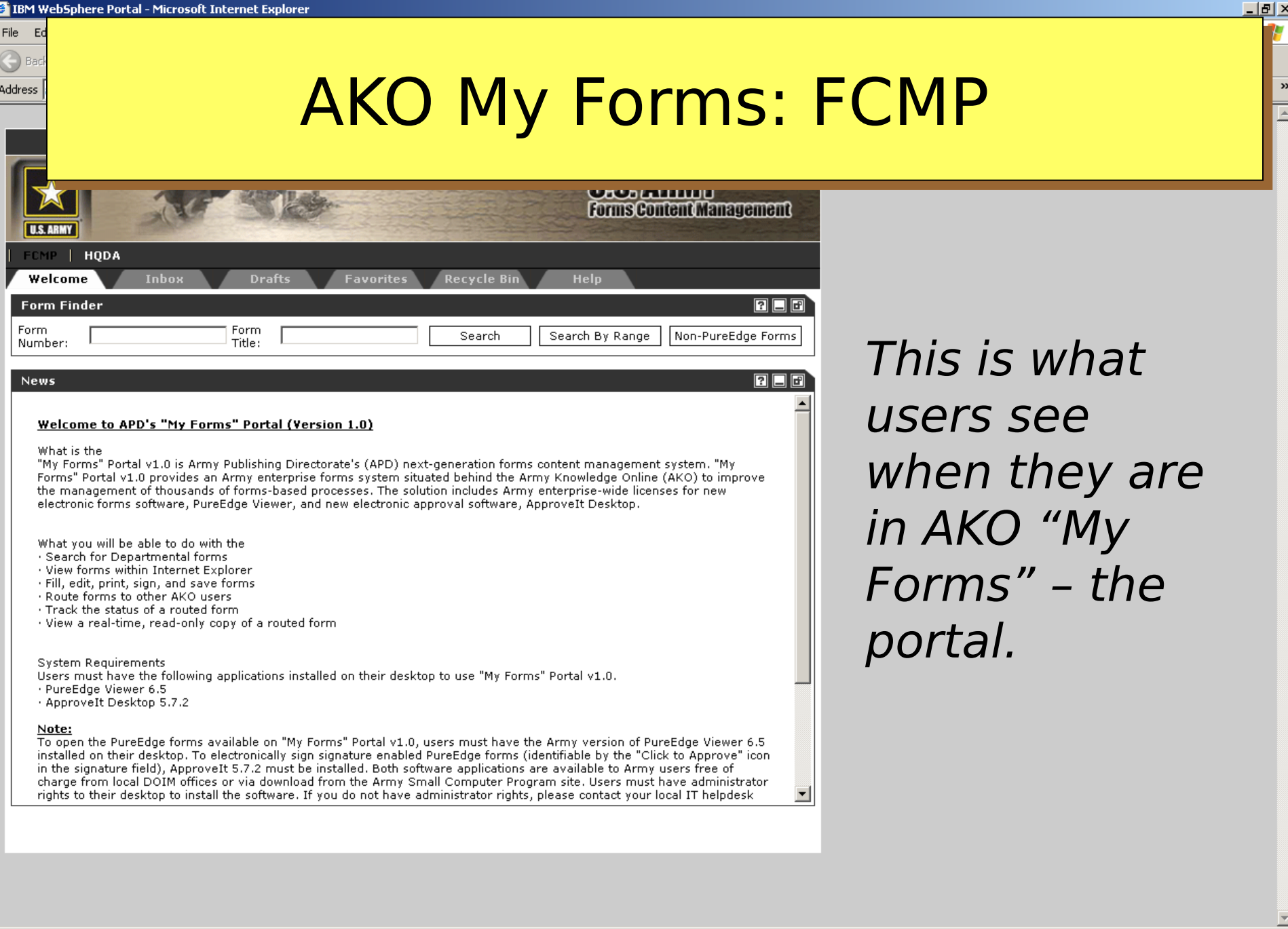
Evaluation Systems Office:
Telephone: (703) 325-9660 (DSN: 221) (if someone is here this number always gets answered)
Email: tapcmse@conus.army.mil
Website:
https://www.hrc.army.mil/site/active/tagd/MSD/msdweb.htm

- OER SME: (703) 325-4144 (DSN: 221)
- NCOER SME: (703) 325-8009 (DSN: 221)
- AER SME: (703) 325-4110 (DSN: 221)

Army Publishing Directorate (APD):
FCMP Help Desk: (703) 428-0545
Email: APDFCMP@hqda.army.mil

Army Information Assurance CAC PKI Help Desk: for software questions / portal defect reporting
Toll free: (866) 738-3222
Local: (703) 769-4499
Email: iacacpki.helpdesk@us.army.mil

AKO My Forms: FCMP

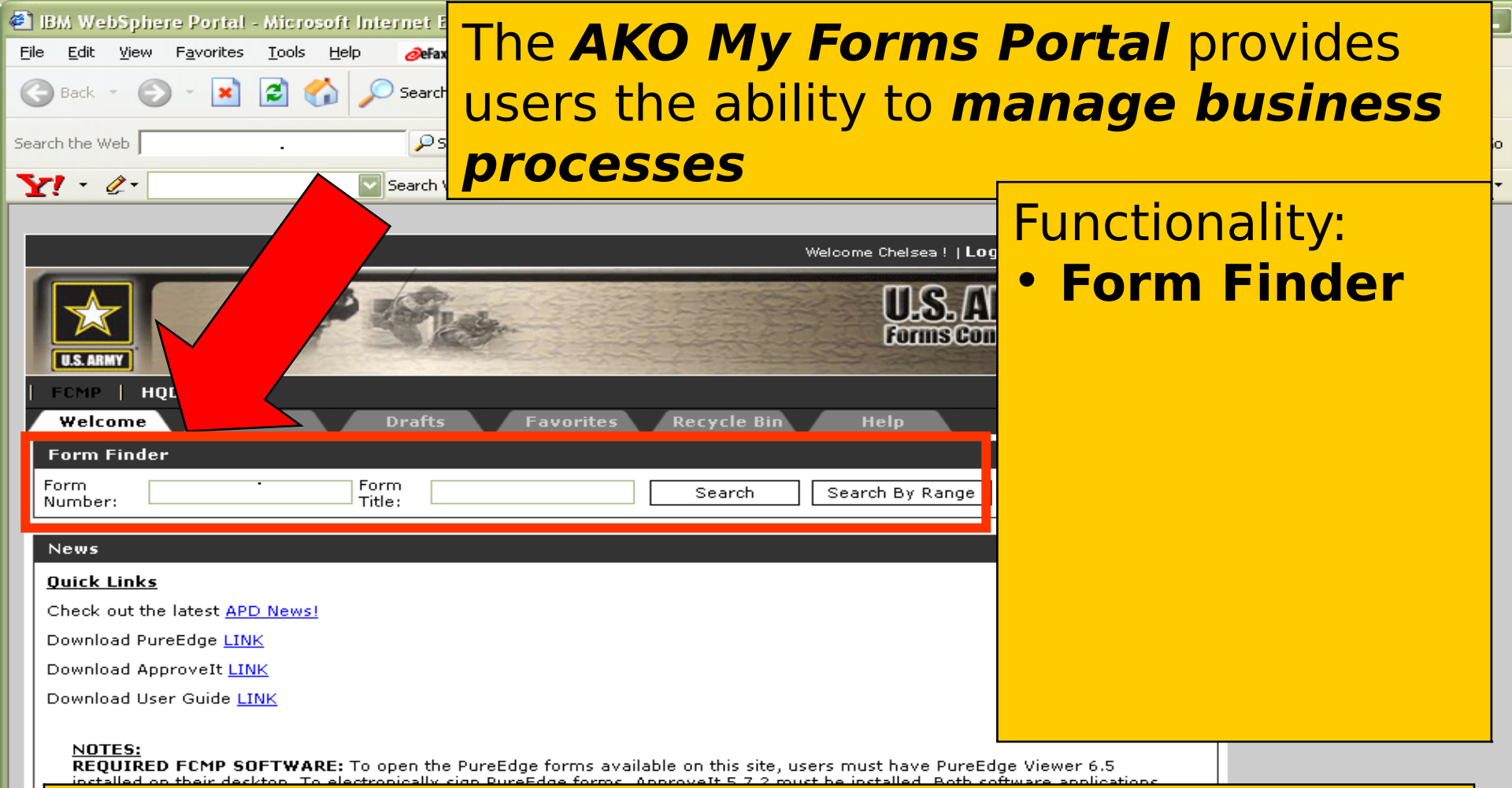

IBM WebSphere Portal - Microsoft Internet Explorer
Forms Content Management
U.S. ARMY
FCMP | HQDA
Welcome
Inbox
Drafts
Favorites
Recycle Bin
Help
Form Finder
Form Number:
Form Title:
Search
Search By Range
Non-PureEdge Forms
News
Welcome to APD's "My Forms" Portal (Version 1.0)
What is the "My Forms" Portal v1.0 is Army Publishing Directorate's (APD) next-generation forms content management system. "My Forms" Portal v1.0 provides an Army enterprise forms system situated behind the Army Knowledge Online (AKO) to improve the management of thousands of forms-based processes. The solution includes Army enterprise-wide licenses for new electronic forms software, PureEdge Viewer, and new electronic approval software, ApproveIt Desktop.
What you will be able to do with the
· Search for Departmental forms
· View forms within Internet Explorer
· Fill, edit, print, sign, and save forms
· Route forms to other AKO users
· Track the status of a routed form
· View a real-time, read-only copy of a routed form
System Requirements
Users must have the following applications installed on their desktop to use "My Forms" Portal v1.0.
· PureEdge Viewer 6.5
· ApproveIt Desktop 5.7.2
Note:
To open the PureEdge forms available on "My Forms" Portal v1.0, users must have the Army version of PureEdge Viewer 6.5 installed on their desktop. To electronically sign signature enabled PureEdge forms (identifiable by the "Click to Approve" icon in the signature field), ApproveIt 5.7.2 must be installed. Both software applications are available to Army users free of charge from local DOIM offices or via download from the Army Small Computer Program site. Users must have administrator rights to their desktop to install the software. If you do not have administrator rights, please contact your local IT helpdesk

This is what users see when they are in AKO "My Forms" – the portal.

The ***AKO My Forms Portal*** provides users the ability to ***manage business processes***

Functionality:

- **Form Finder**

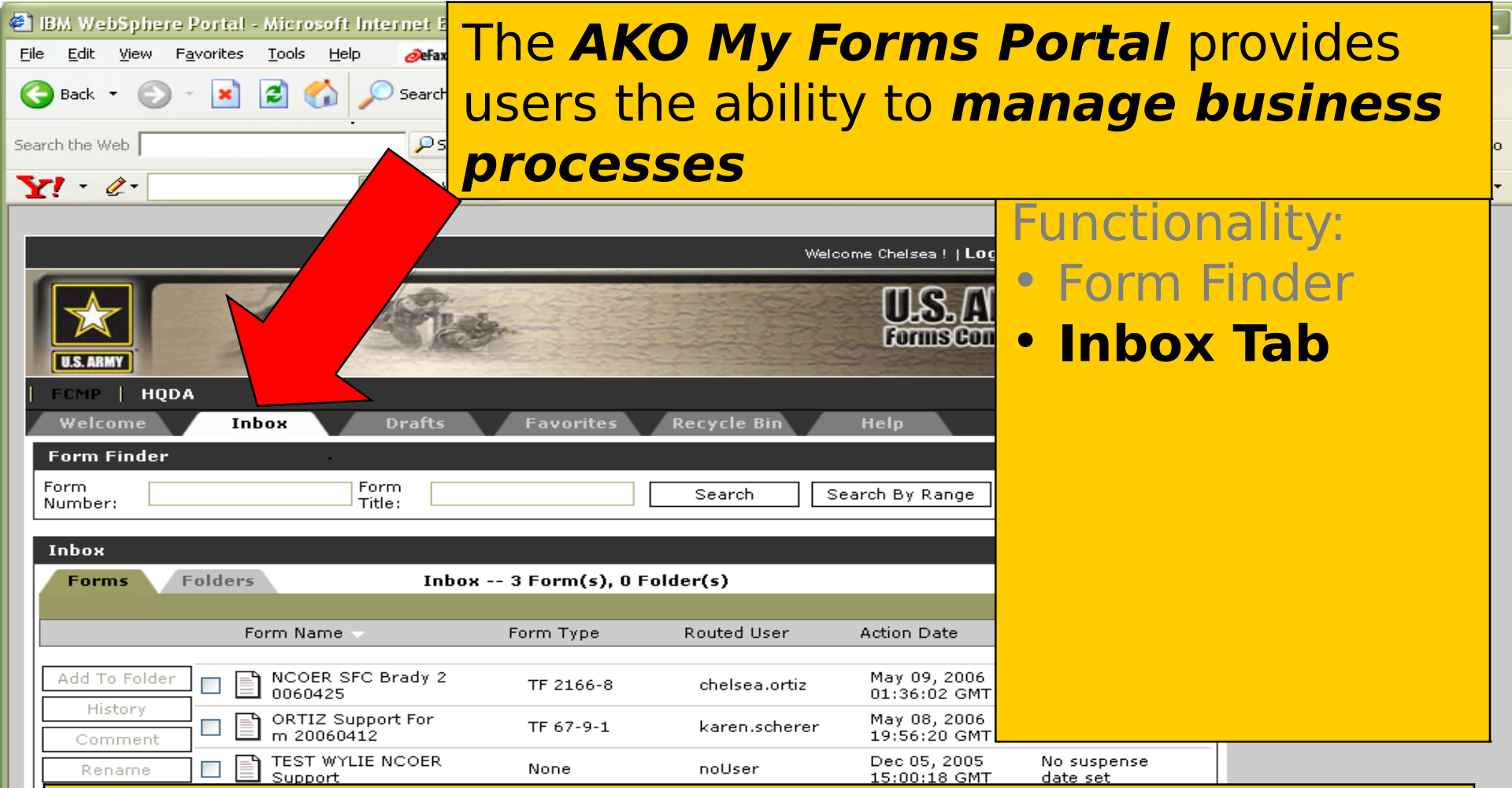


Form Finder *(located under Welcome Tab)*

- Available in Inbox and Drafts tabs of Portal
- Searches for PureEdge forms by form title, number, or range
- Provides link to APD website to access non-PureEdge forms

The ***AKO My Forms Portal*** provides users the ability to ***manage business processes***

Functionality:
- Form Finder
- **Inbox Tab**

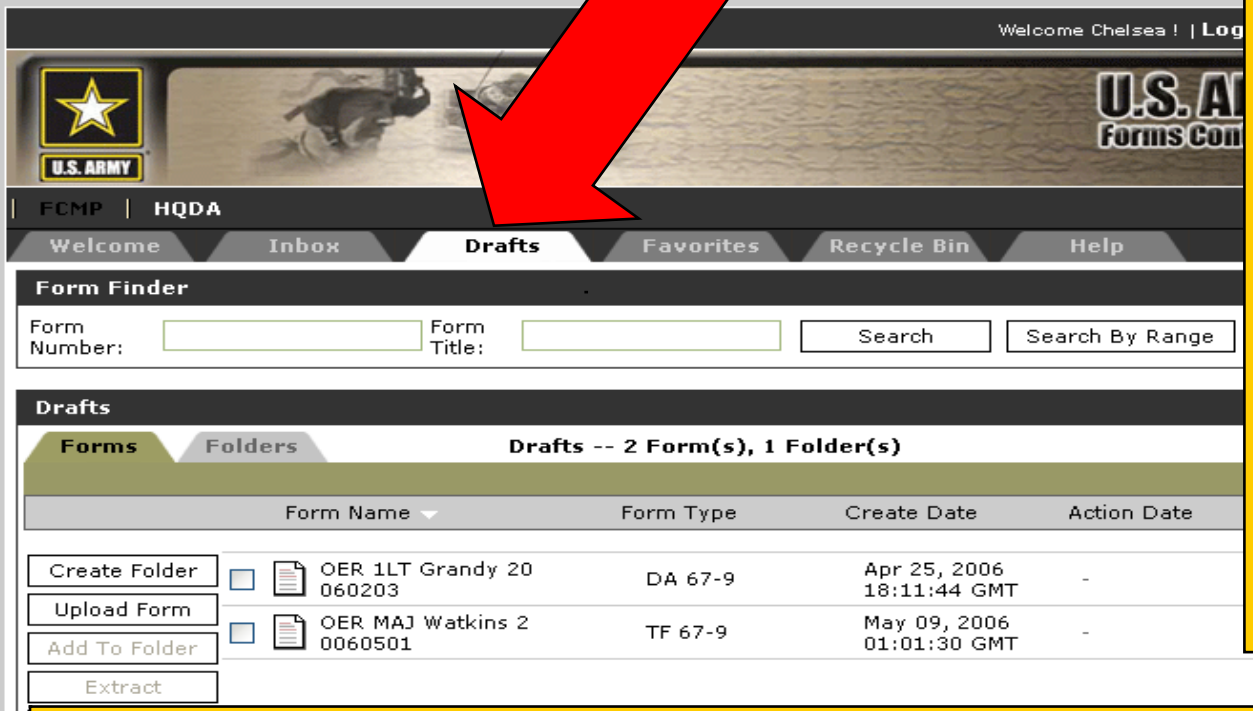


Inbox Tab
- Shows forms and folders that have been ***routed to*** the user
- User can sort forms by name, type, sender, received date
- Action buttons perform form management functions
- Special Action Buttons perform functions unique to certain

The ***AKO My Forms Portal*** provides users the ability to ***manage business processes***

Functionality:

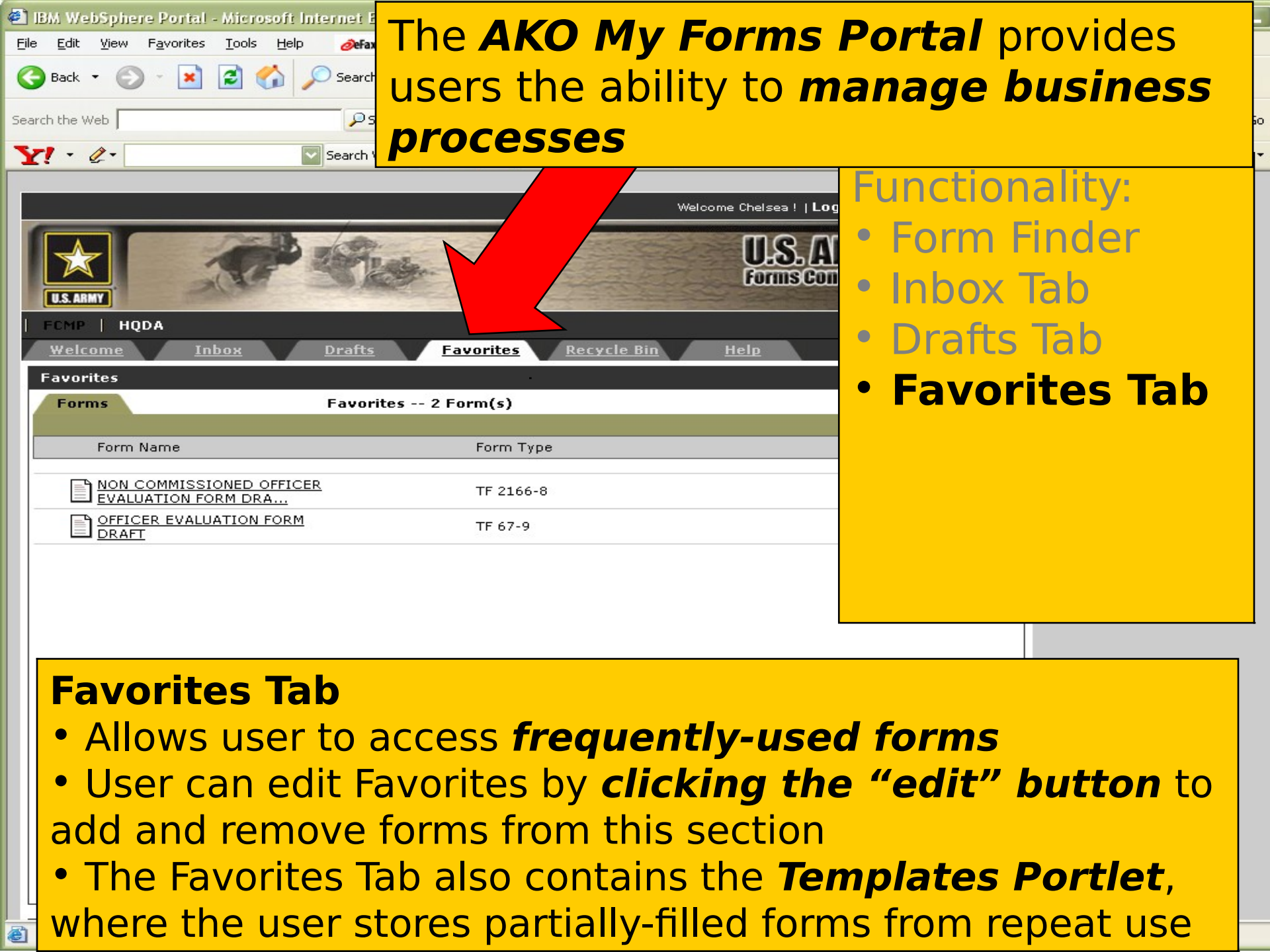
- Form Finder
- Inbox Tab
- **Drafts Tab**



Drafts Tab

- Shows forms and folders that have been ***created or uploaded by*** the user
- In addition to same Action Buttons as Inbox Tab, includes the ***Create Folder*** and ***Upload Form*** buttons
- Evals created from support forms will also appear in the

The ***AKO My Forms Portal*** provides users the ability to ***manage business processes***



Functionality:

- Form Finder
- Inbox Tab
- Drafts Tab
- **Favorites Tab**

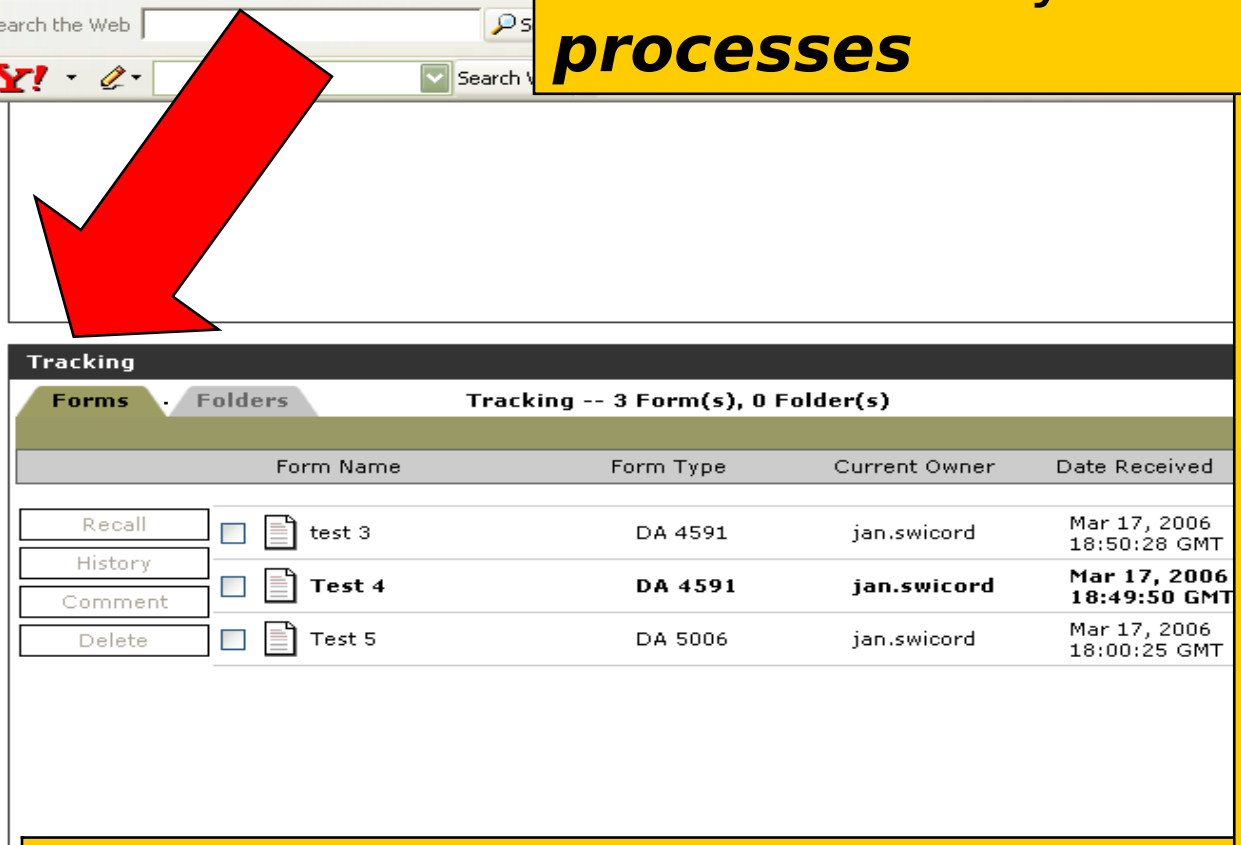
Favorites Tab

- Allows user to access ***frequently-used forms***
- User can edit Favorites by ***clicking the "edit" button*** to add and remove forms from this section
- The Favorites Tab also contains the ***Templates Portlet***, where the user stores partially-filled forms from repeat use

The ***AKO My Forms Portal*** provides users the ability to ***manage business processes***

Functionality:

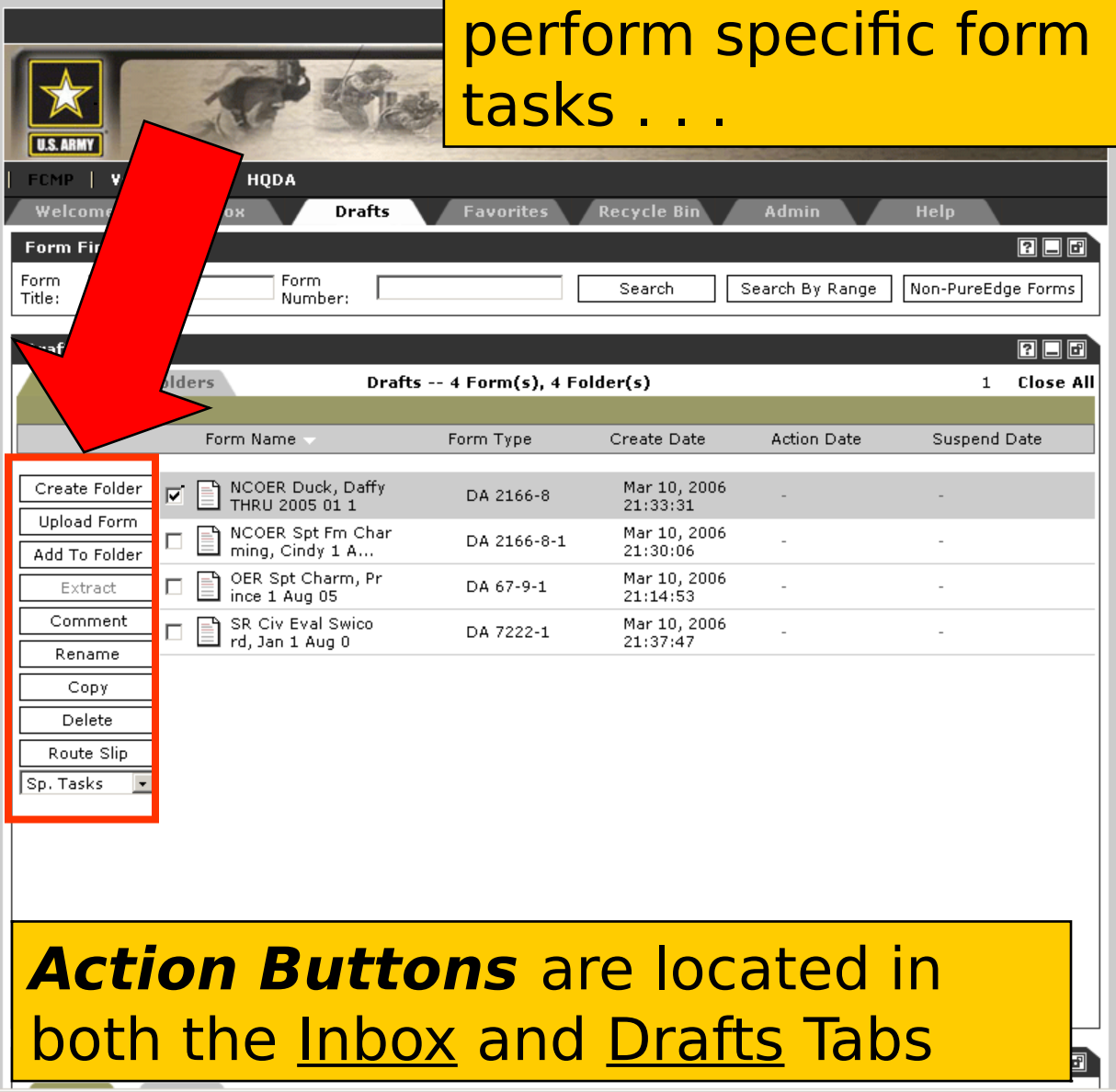
- Form Finder
- Inbox Tab
- Drafts Tab
- Favorites Tab
- **Tracking Portlet**



Tracking Portlet *(located at bottom of Inbox and Drafts Tabs)*

- Allows you to track ***forms that you have sent*** to other users
- Shows ***info copies*** that have been sent to you
- Forms in the Tracking Portlet are ***read-only*** and ***dynamic***

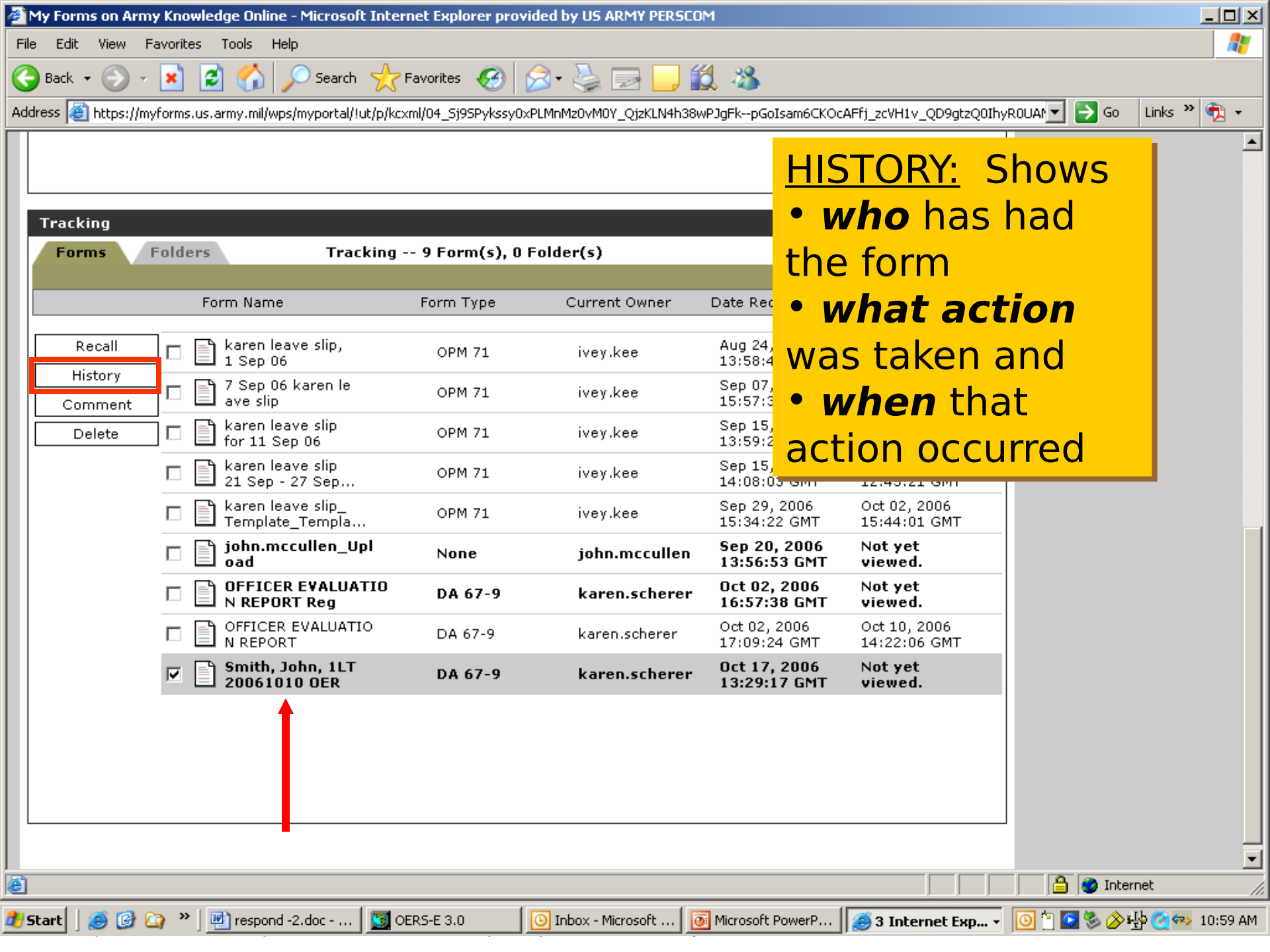
The ***Action Buttons*** allow users to perform specific form management tasks . . .

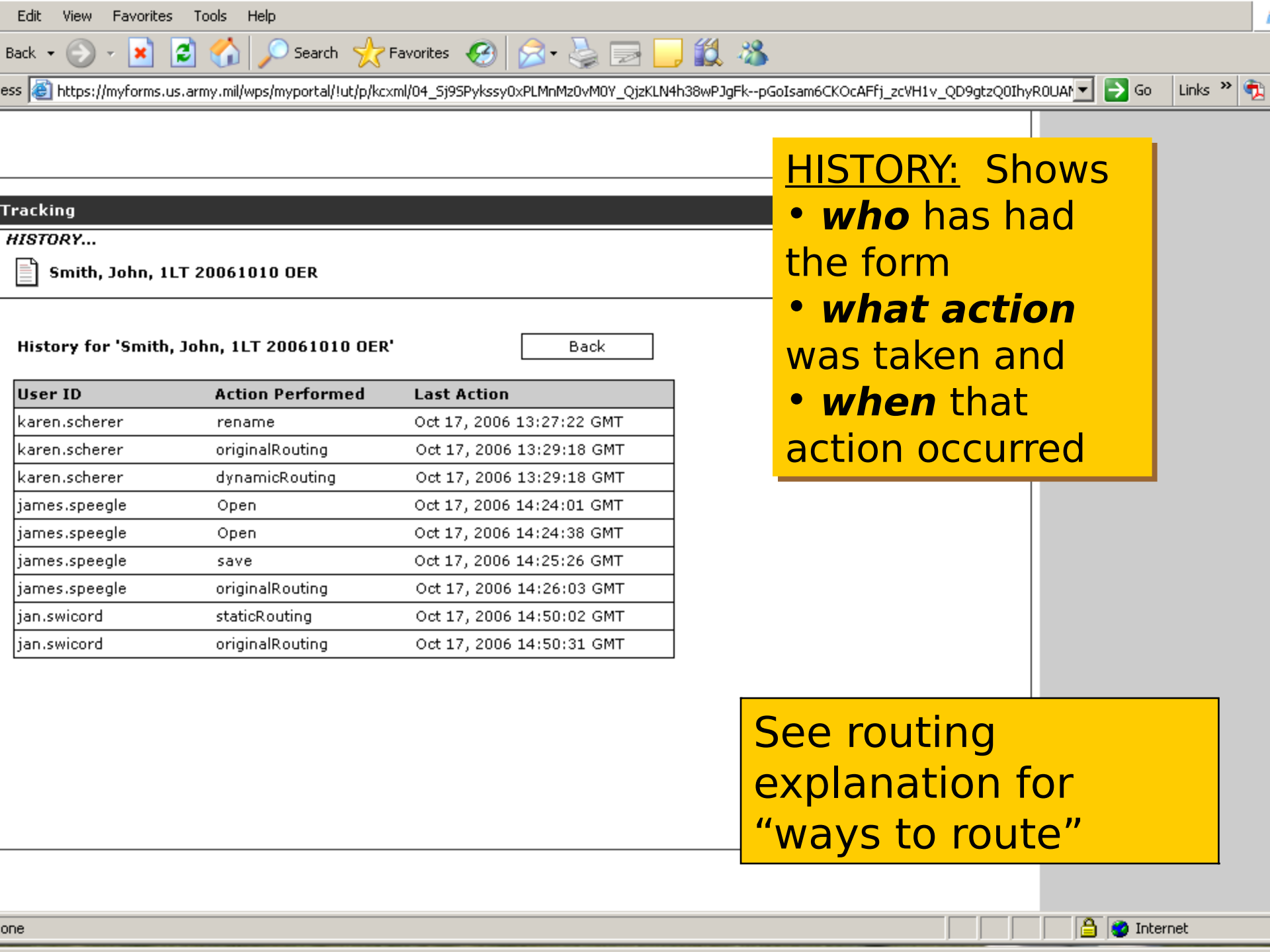


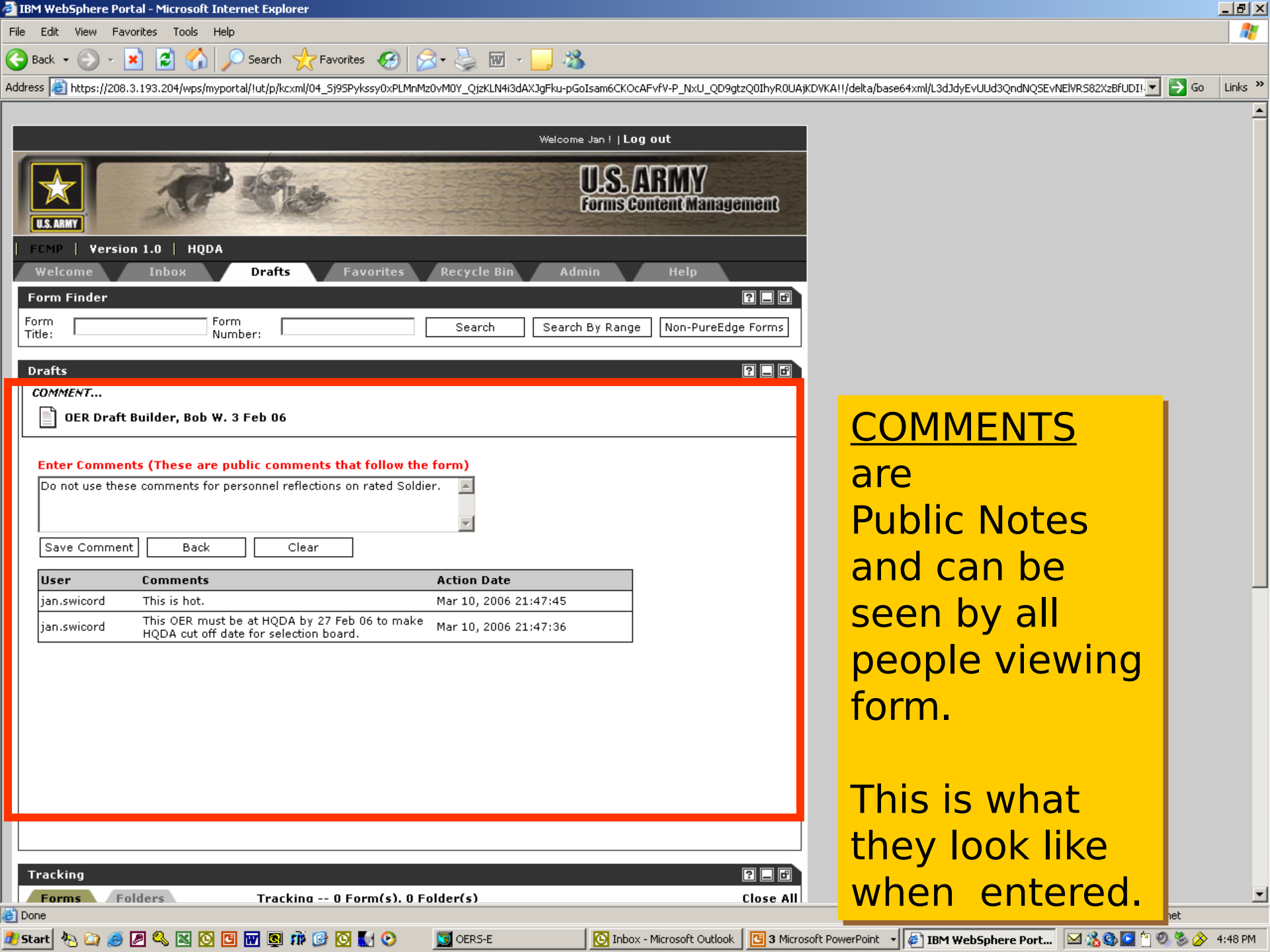
Action Buttons are located in both the Inbox and Drafts Tabs

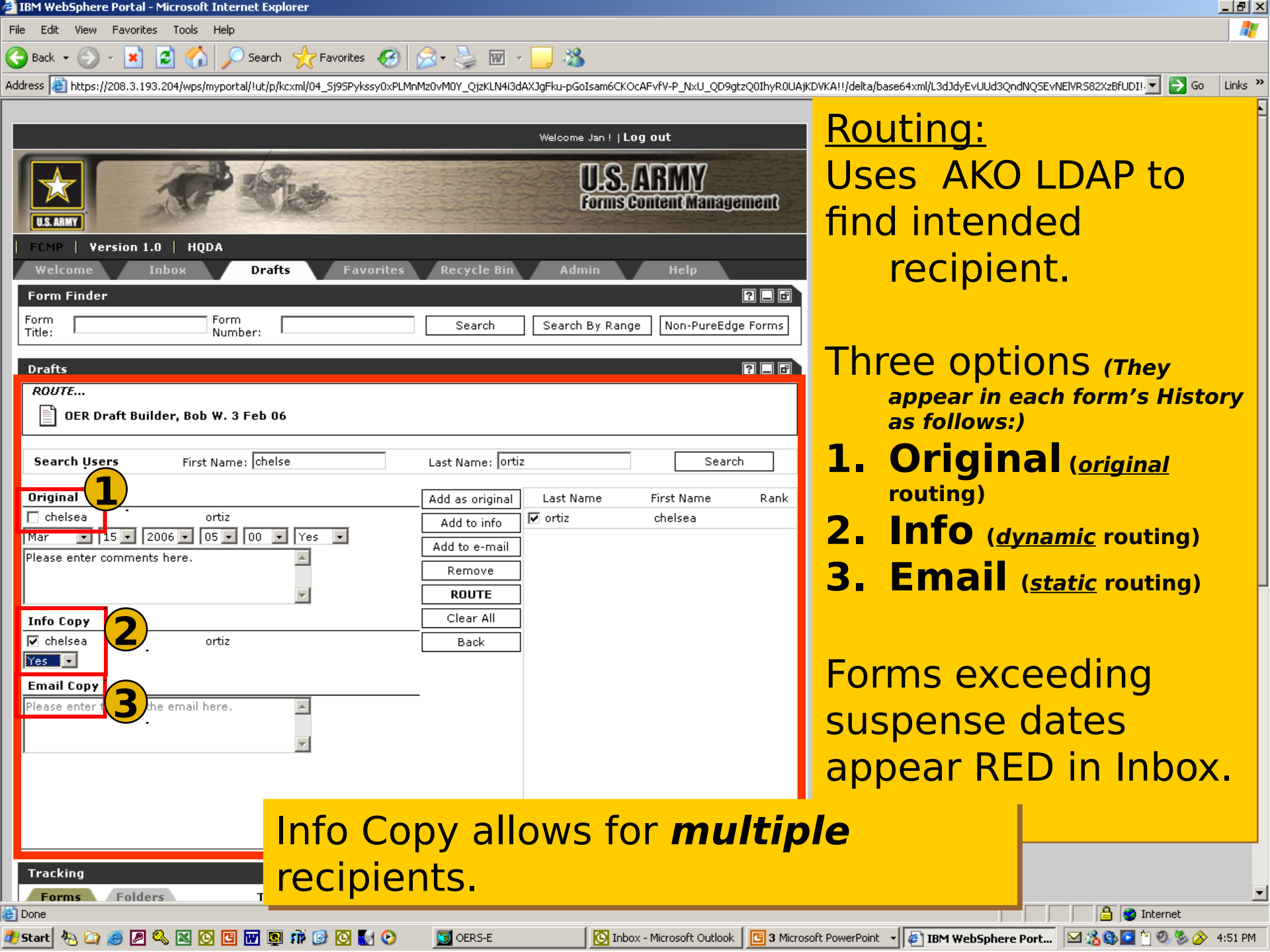
Functions Include:

- Adding to Folder
- History
- Comments
- Routing to other users
- Deleting (if you created it)
- Renaming
- Copying


My Forms on Army Knowledge Online - Microsoft Internet Explorer provided by US ARMY PERSCOM
File Edit View Favorites Tools Help
Back Search Favorites
Address https://myforms.us.army.mil/wps/myportal/!ut/p/kcxml/04_Sj9SPykssy0xPLMnMz0vM0Y_QjzKLN4h38wPJgFk--pGoIsam6CKOcAFfj_zcVH1v_QD9gtzQ0IhyR0UAM
Go Links
Tracking
Forms Folders
Tracking -- 9 Form(s), 0 Folder(s)
Form Name Form Type Current Owner Date Rec
Recall
History
Comment
Delete
karen leave slip, 1 Sep 06 OPM 71 ivey.kee Aug 24, 13:58:4
7 Sep 06 karen le ave slip OPM 71 ivey.kee Sep 07, 15:57:3
karen leave slip for 11 Sep 06 OPM 71 ivey.kee Sep 15, 13:59:2
karen leave slip 21 Sep - 27 Sep... OPM 71 ivey.kee Sep 15, 14:08:03 GMT
karen leave slip_ Template_Templa... OPM 71 ivey.kee Sep 29, 2006 15:34:22 GMT Oct 02, 2006 15:44:01 GMT
john.mccullen_Upl oad None john.mccullen Sep 20, 2006 13:56:53 GMT Not yet viewed.
OFFICER EVALUATIO N REPORT Reg DA 67-9 karen.scherer Oct 02, 2006 16:57:38 GMT Not yet viewed.
OFFICER EVALUATIO N REPORT DA 67-9 karen.scherer Oct 02, 2006 17:09:24 GMT Oct 10, 2006 14:22:06 GMT
Smith, John, 1LT 20061010 OER DA 67-9 karen.scherer Oct 17, 2006 13:29:17 GMT Not yet viewed.
HISTORY: Shows
• who has had the form
• what action was taken and
• when that action occurred
Internet
Start
respond -2.doc - ...
OERS-E 3.0
Inbox - Microsoft ...
Microsoft PowerP...
3 Internet Exp...
10:59 AM


Edit View Favorites Tools Help
Back Search Favorites
https://myforms.us.army.mil/wps/myportal/!ut/p/kcxml/04_Sj9SPykssy0xPLMnMz0vM0Y_QjzKLN4h38wPJgFk--pGoIsam6CKOcAFfj_zcVH1v_QD9gtzQ0IhyR0UAN
Go Links
Tracking
HISTORY...
Smith, John, 1LT 20061010 OER
History for 'Smith, John, 1LT 20061010 OER'
Back
User ID | Action Performed | Last Action
karen.scherer | rename | Oct 17, 2006 13:27:22 GMT
karen.scherer | originalRouting | Oct 17, 2006 13:29:18 GMT
karen.scherer | dynamicRouting | Oct 17, 2006 13:29:18 GMT
james.speegle | Open | Oct 17, 2006 14:24:01 GMT
james.speegle | Open | Oct 17, 2006 14:24:38 GMT
james.speegle | save | Oct 17, 2006 14:25:26 GMT
james.speegle | originalRouting | Oct 17, 2006 14:26:03 GMT
jan.swicord | staticRouting | Oct 17, 2006 14:50:02 GMT
jan.swicord | originalRouting | Oct 17, 2006 14:50:31 GMT
HISTORY: Shows
• who has had the form
• what action was taken and
• when that action occurred
See routing explanation for “ways to route”
one
Internet


IBM WebSphere Portal - Microsoft Internet Explorer
Welcome Jan ! | Log out
U.S. ARMY
Forms Content Management
FCMP | Version 1.0 | HQDA
Welcome
Inbox
Drafts
Favorites
Recycle Bin
Admin
Help
Form Finder
Form Title:
Form Number:
Search
Search By Range
Non-PureEdge Forms
Drafts
COMMENT...
OER Draft Builder, Bob W. 3 Feb 06
Enter Comments (These are public comments that follow the form)
Do not use these comments for personnel reflections on rated Soldier.
Save Comment
Back
Clear
User
Comments
Action Date
jan.swicord
This is hot.
Mar 10, 2006 21:47:45
jan.swicord
This OER must be at HQDA by 27 Feb 06 to make HQDA cut off date for selection board.
Mar 10, 2006 21:47:36
Tracking
Forms
Folders
Tracking -- 0 Form(s), 0 Folder(s)
Close All
COMMENTS are Public Notes and can be seen by all people viewing form.
This is what they look like when entered.



Routing:

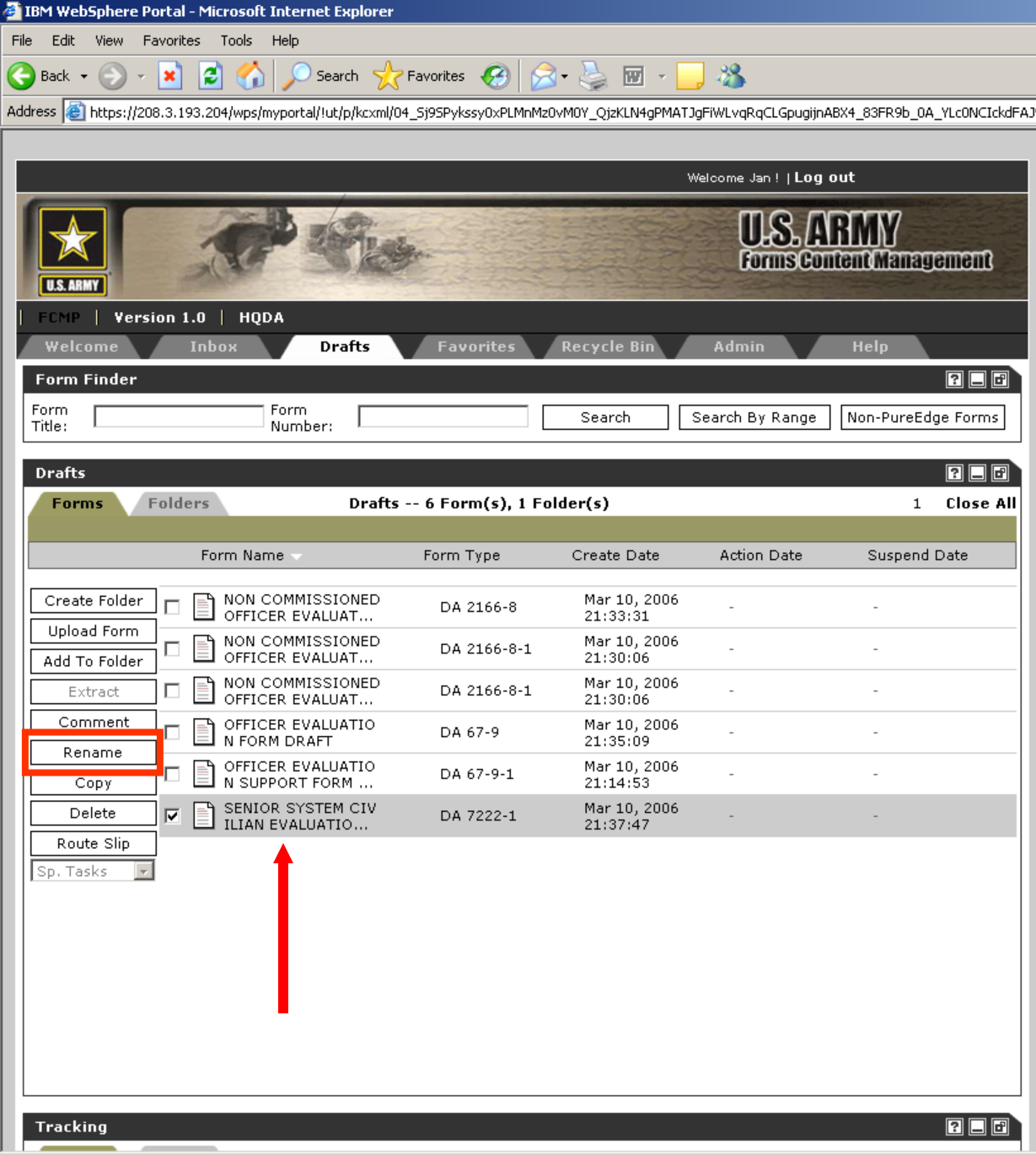
Uses AKO LDAP to find intended recipient.

Three options ***(They appear in each form's History as follows:)***

1. **Original** (***original*** **routing)**
2. **Info** (***dynamic*** **routing)**
3. **Email** (***static*** **routing)**

Forms exceeding suspense dates appear RED in Inbox.

Info Copy allows for ***multiple*** recipients.

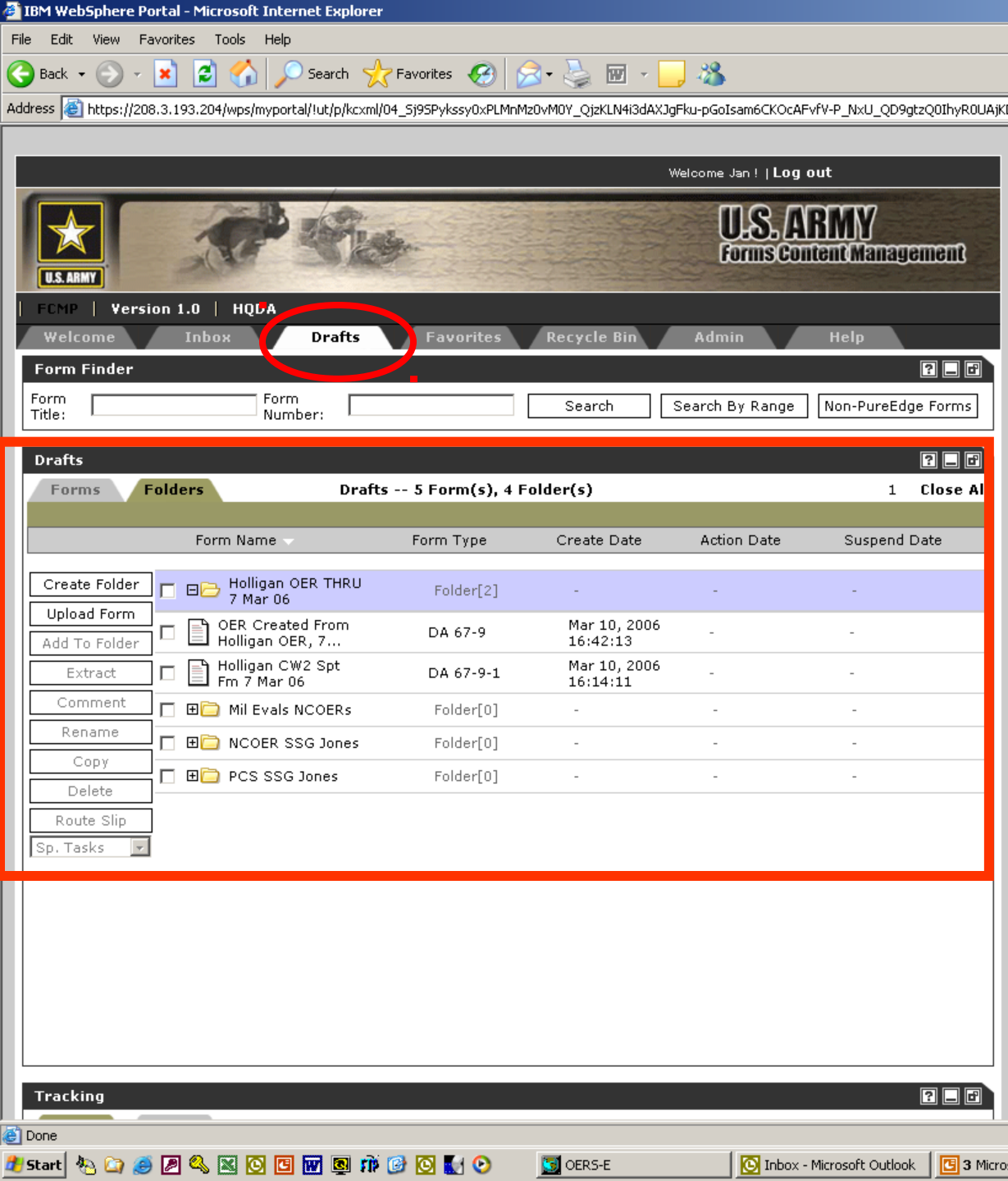


RENAMING:

You should rename documents after starting a form.

EXAMPLE:

What you might get if you don't rename forms to something identifiable.



FOLDERS:

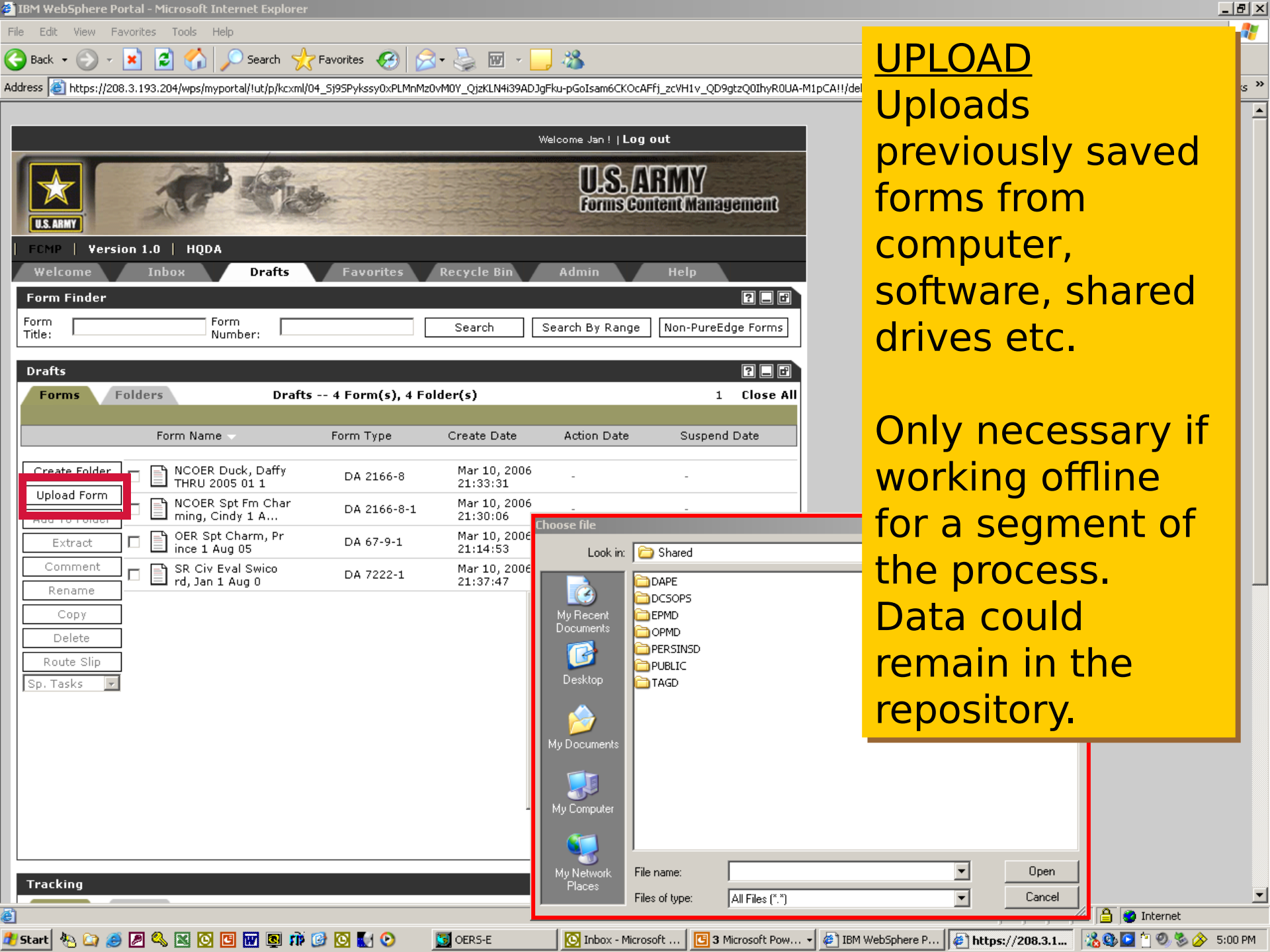
Packages multiple forms with a common purpose

Allows user to route multiple forms & items as a single entity

Named by user

FOLDERS:

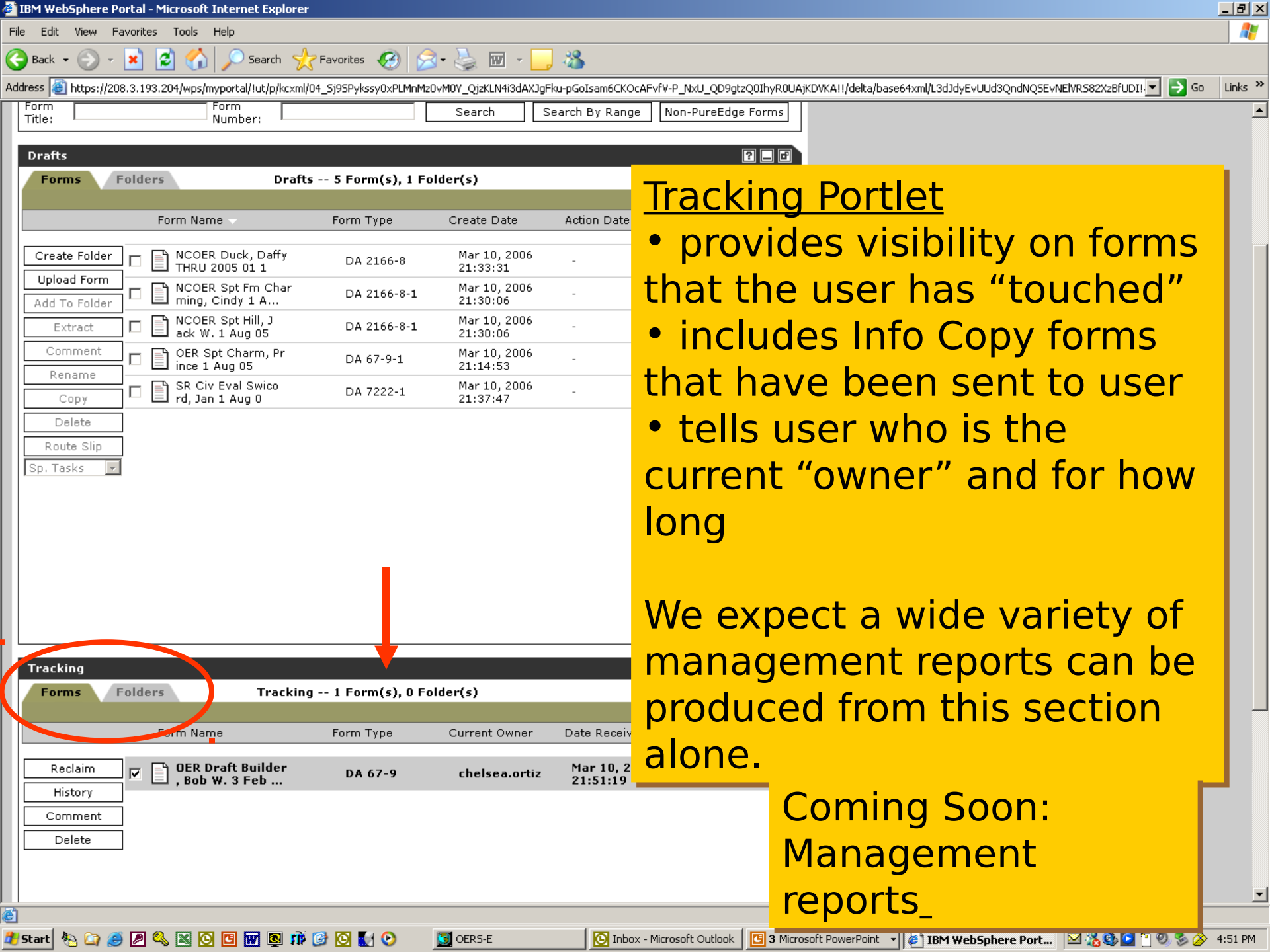
Can be named appropriate to the forms the folder will contain.



UPLOAD

Uploads previously saved forms from computer, software, shared drives etc.

Only necessary if working offline for a segment of the process. Data could remain in the repository.

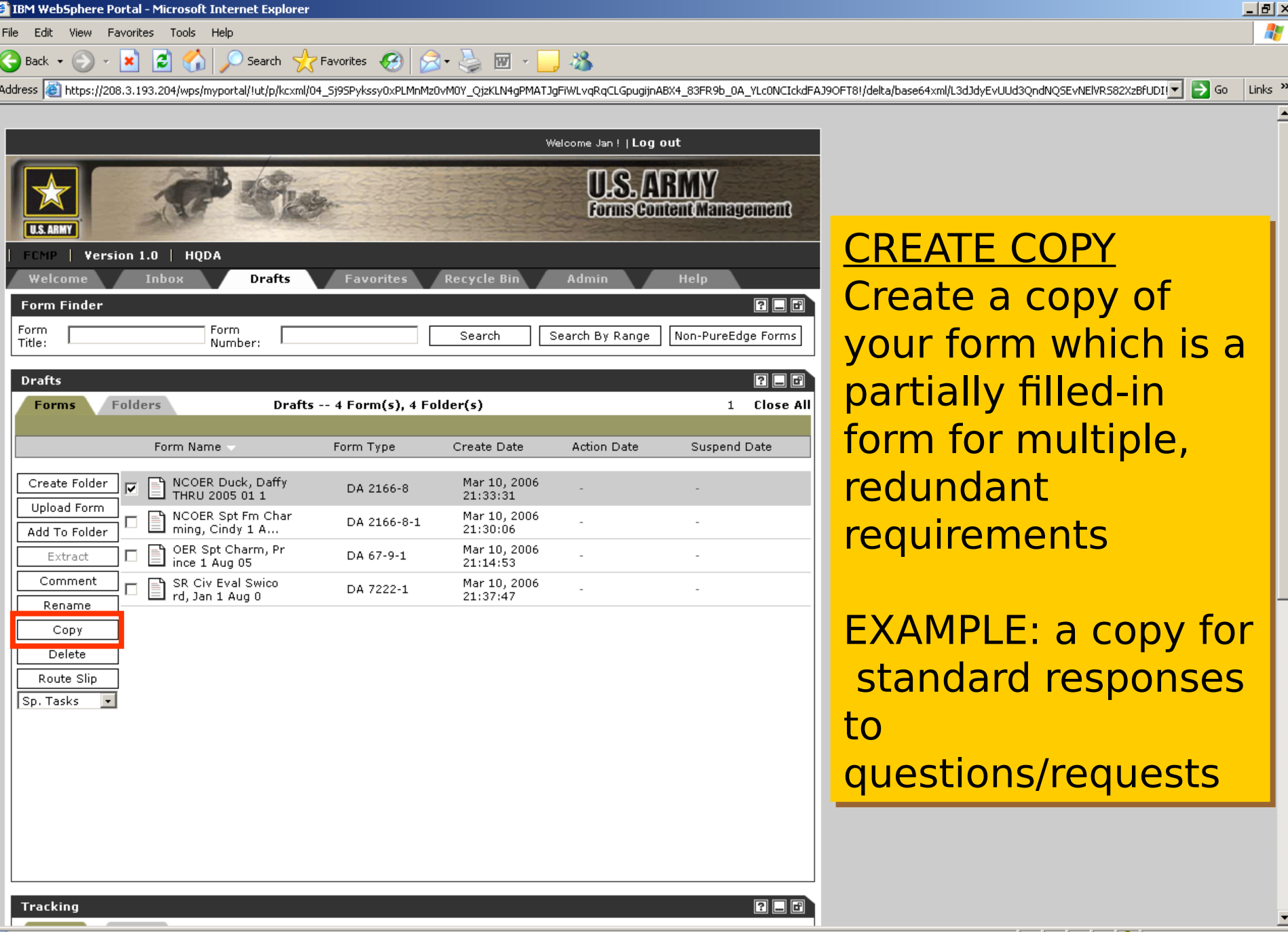


Tracking Portlet

- provides visibility on forms that the user has "touched"
- includes Info Copy forms that have been sent to user
- tells user who is the current "owner" and for how long

We expect a wide variety of management reports can be produced from this section alone.

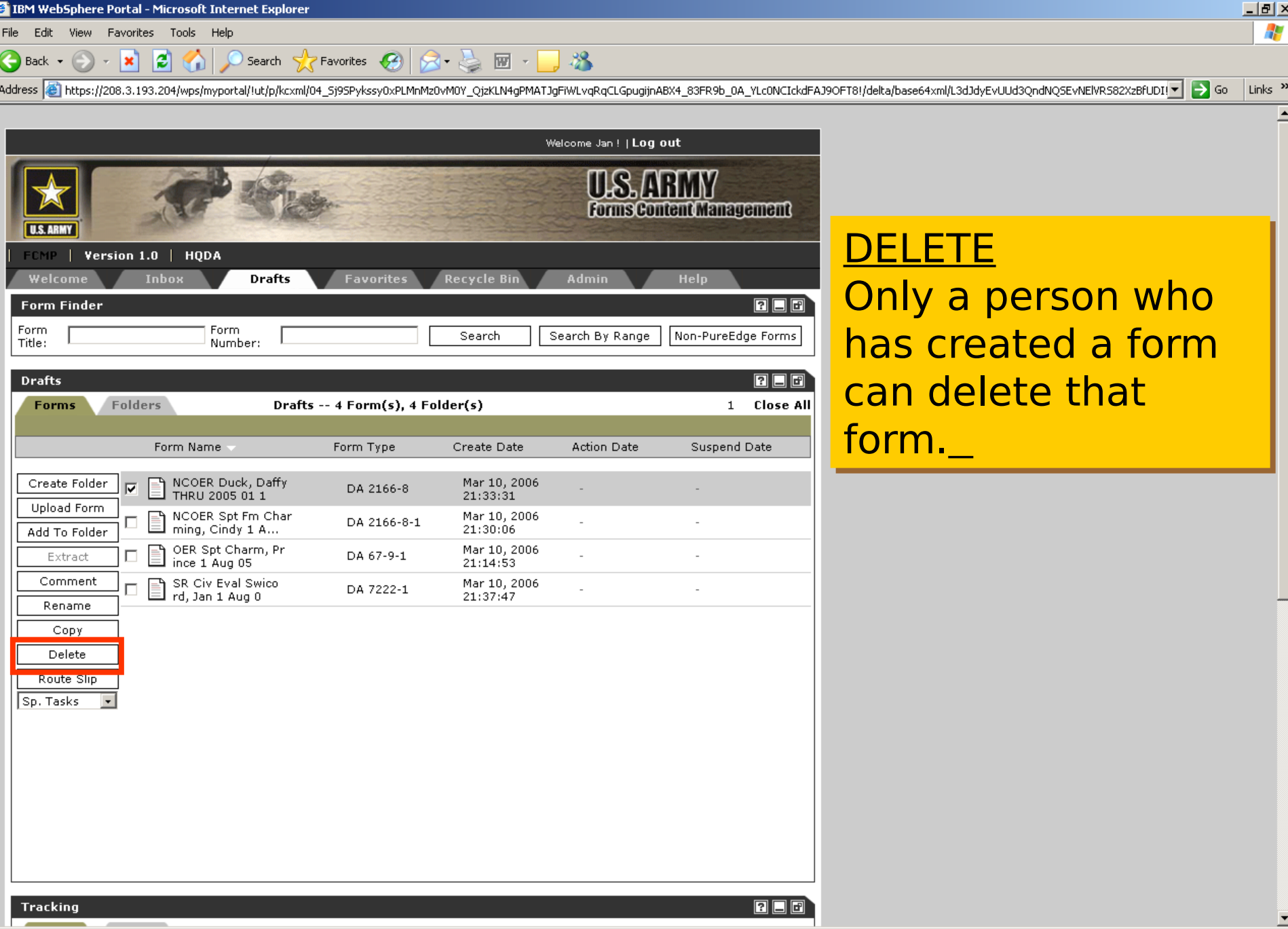
Coming Soon: Management reports_



CREATE COPY

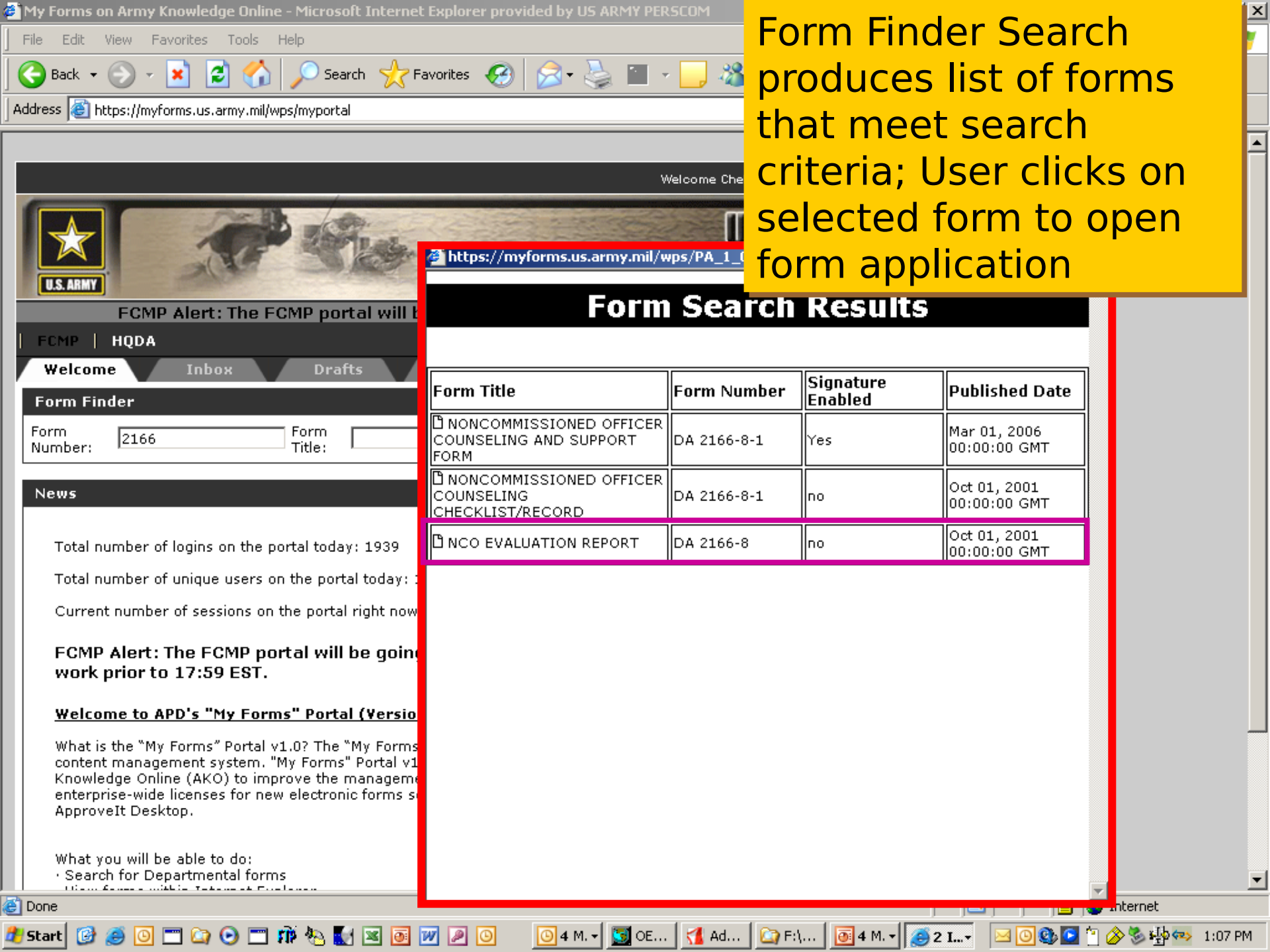
Create a copy of your form which is a partially filled-in form for multiple, redundant requirements

EXAMPLE: a copy for standard responses to questions/requests



DELETE

Only a person who has created a form can delete that form._


My Forms on Army Knowledge Online - Microsoft Internet Explorer provided by US ARMY PERSCOM
File Edit View Favorites Tools Help
Back Search Favorites
Address https://myforms.us.army.mil/wps/myportal
Welcome Che
U.S. ARMY
FCMP Alert: The FCMP portal will b
FCMP | HQDA
Welcome Inbox Drafts
Form Finder
Form Number: 2166
Form Title:
News
Total number of logins on the portal today: 1939
Total number of unique users on the portal today:
Current number of sessions on the portal right now
FCMP Alert: The FCMP portal will be goin
work prior to 17:59 EST.
Welcome to APD's "My Forms" Portal (Versio
What is the "My Forms" Portal v1.0? The "My Forms
content management system. "My Forms" Portal v1
Knowledge Online (AKO) to improve the manageme
enterprise-wide licenses for new electronic forms s
ApproveIt Desktop.
What you will be able to do:
· Search for Departmental forms
https://myforms.us.army.mil/wps/PA_1_
Form Search Results
Form Title | Form Number | Signature Enabled | Published Date
NONCOMMISSIONED OFFICER COUNSELING AND SUPPORT FORM | DA 2166-8-1 | Yes | Mar 01, 2006 00:00:00 GMT
NONCOMMISSIONED OFFICER COUNSELING CHECKLIST/RECORD | DA 2166-8-1 | no | Oct 01, 2001 00:00:00 GMT
NCO EVALUATION REPORT | DA 2166-8 | no | Oct 01, 2001 00:00:00 GMT
Done
Start
1:07 PM

Form Finder Search produces list of forms that meet search criteria; User clicks on selected form to open form application

https://myforms.army-fcmp.net/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=TF%202166-8&fiel - Microsoft Internet Explorer p

NCO EVALUATION FORM
DA FORM 2166-8

U.S.ARMY

NCOER e-Form Choices

NOTE: Once you select a particular format, you will not be able to change it.

☒ Complete NCOER form using wizard format.

Wizard Features:
- Regulation-based guidance leads user through the NCOER step-be step
- Speeds completion of the form by pulling data from Army database and NCOER Support Form
- Checks certain fields for accuracy
- Facilitates DA processing by reducing common errors

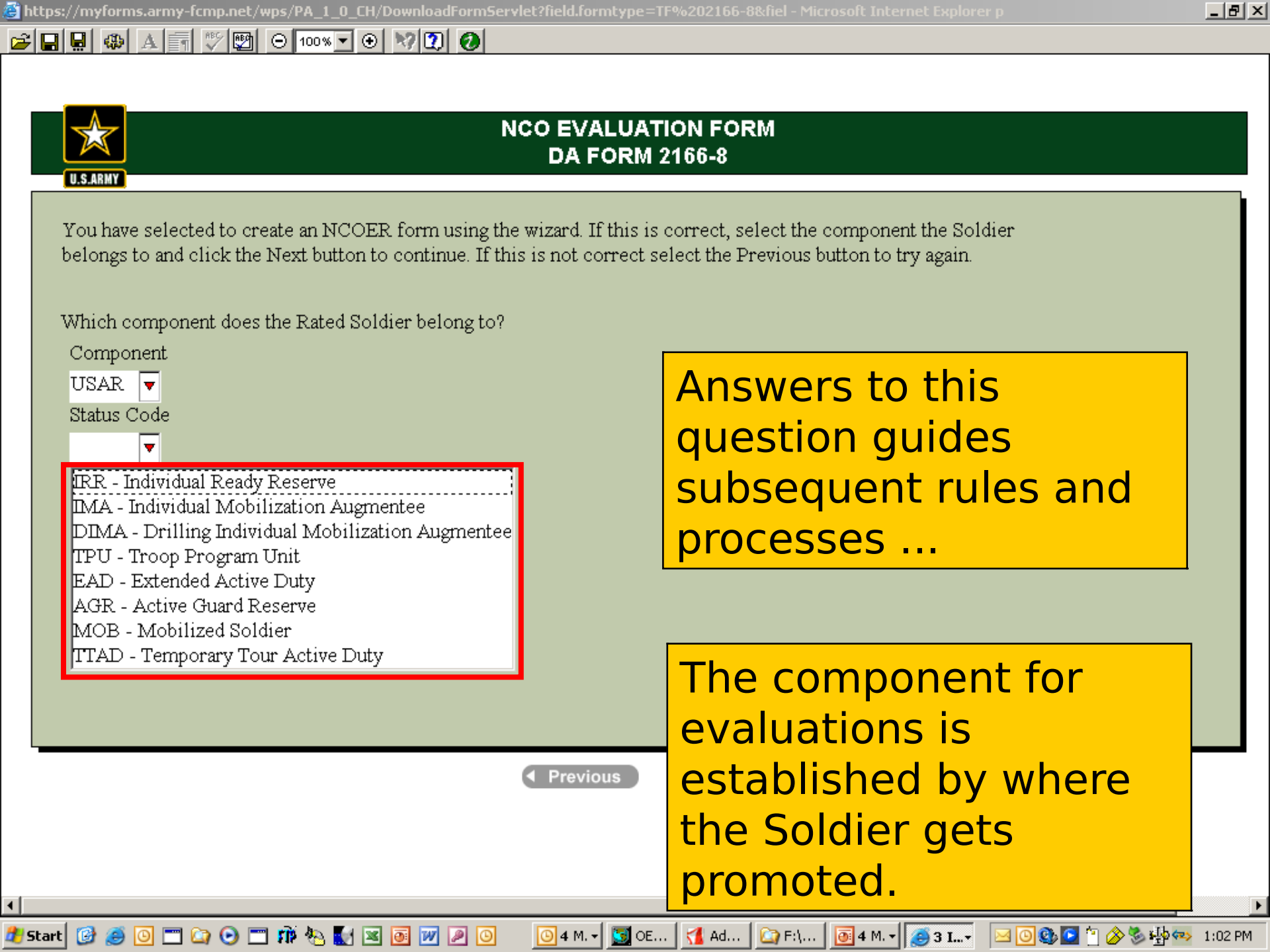
☐ Complete NCOER form without using wizard format.

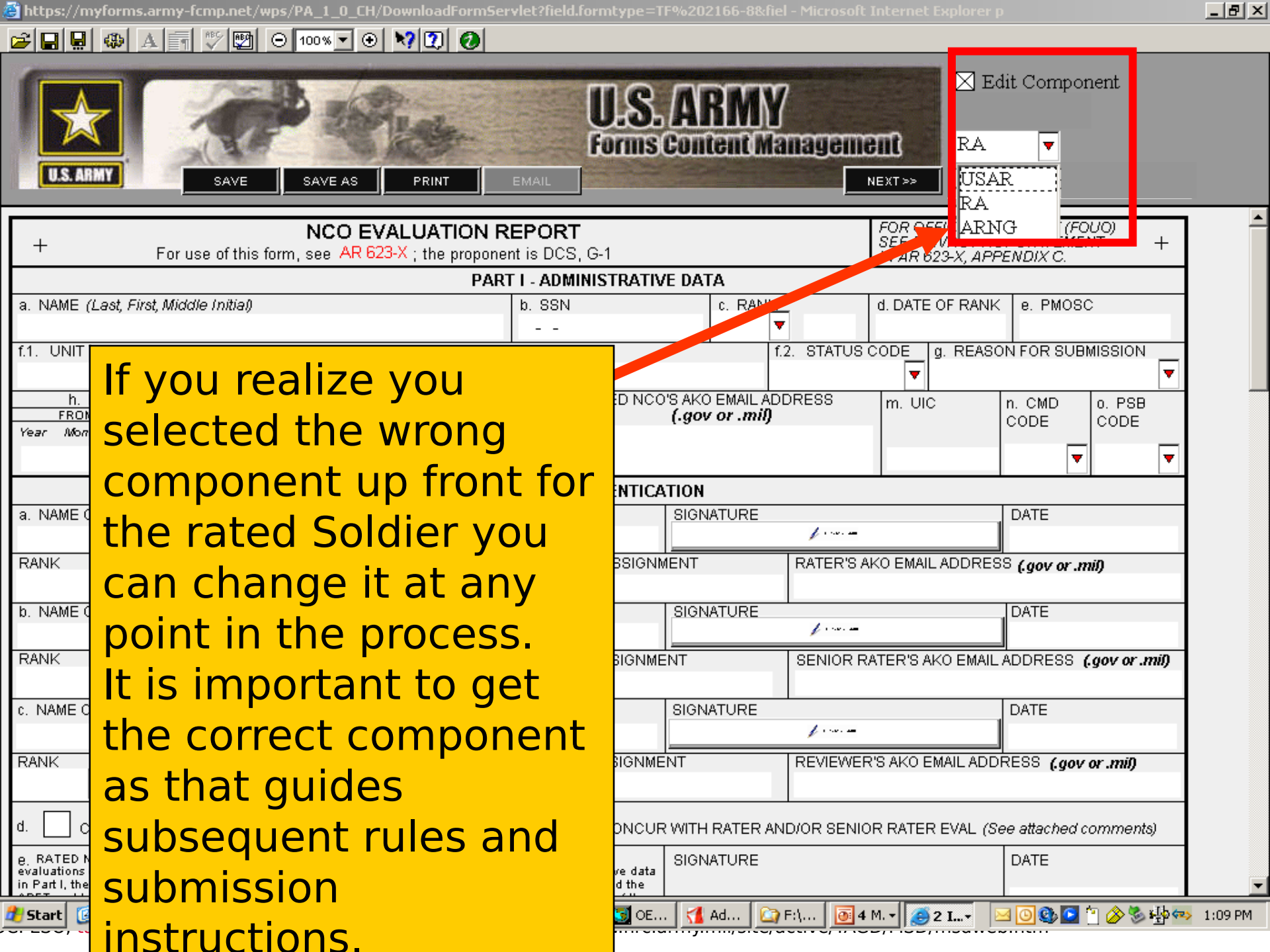
View Form Features:
- Functions similar to FormFlow
- Disables all Wizard features

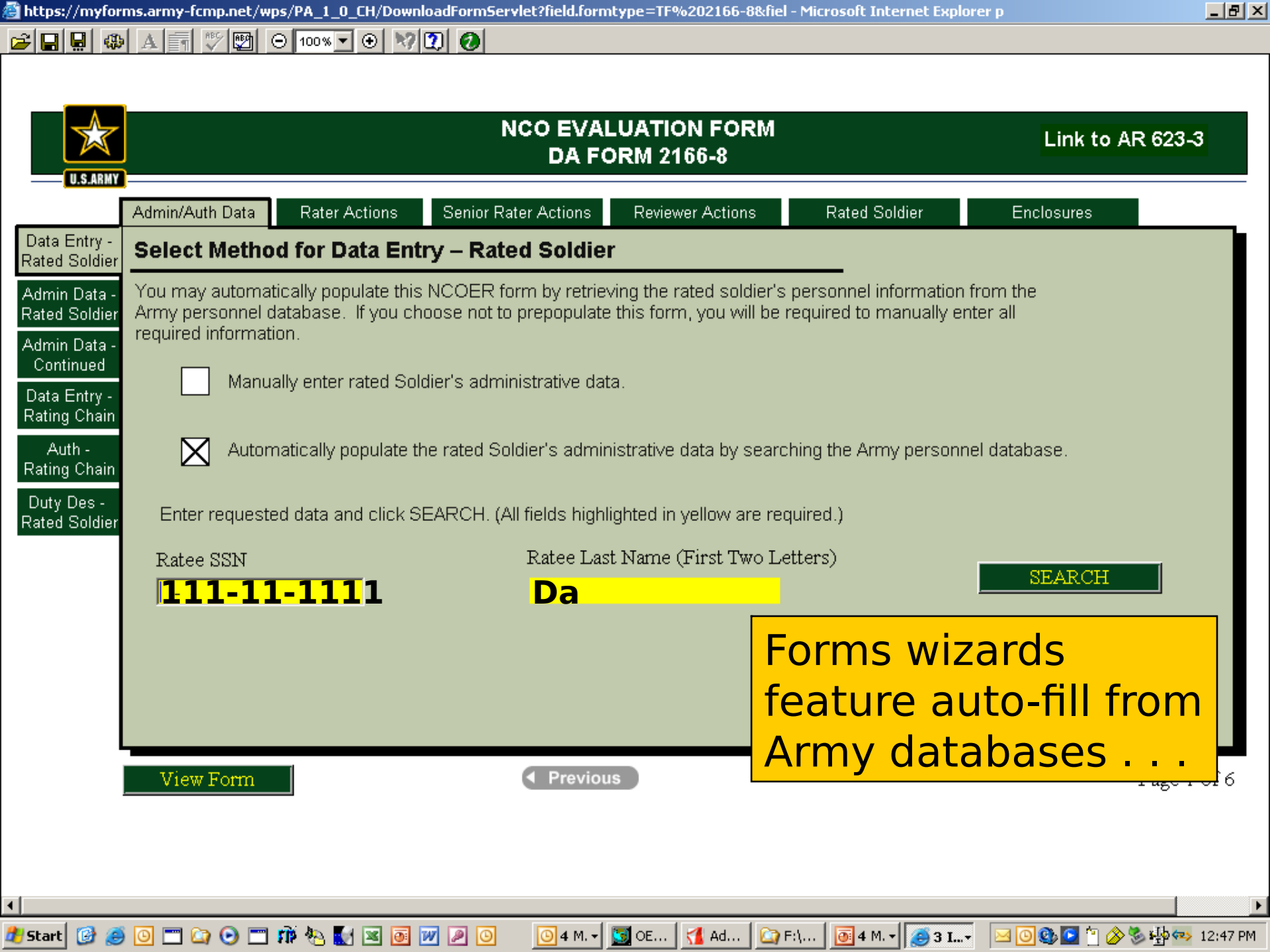
Wizard or non-wizard? Wizard give you processing rules & additional support.

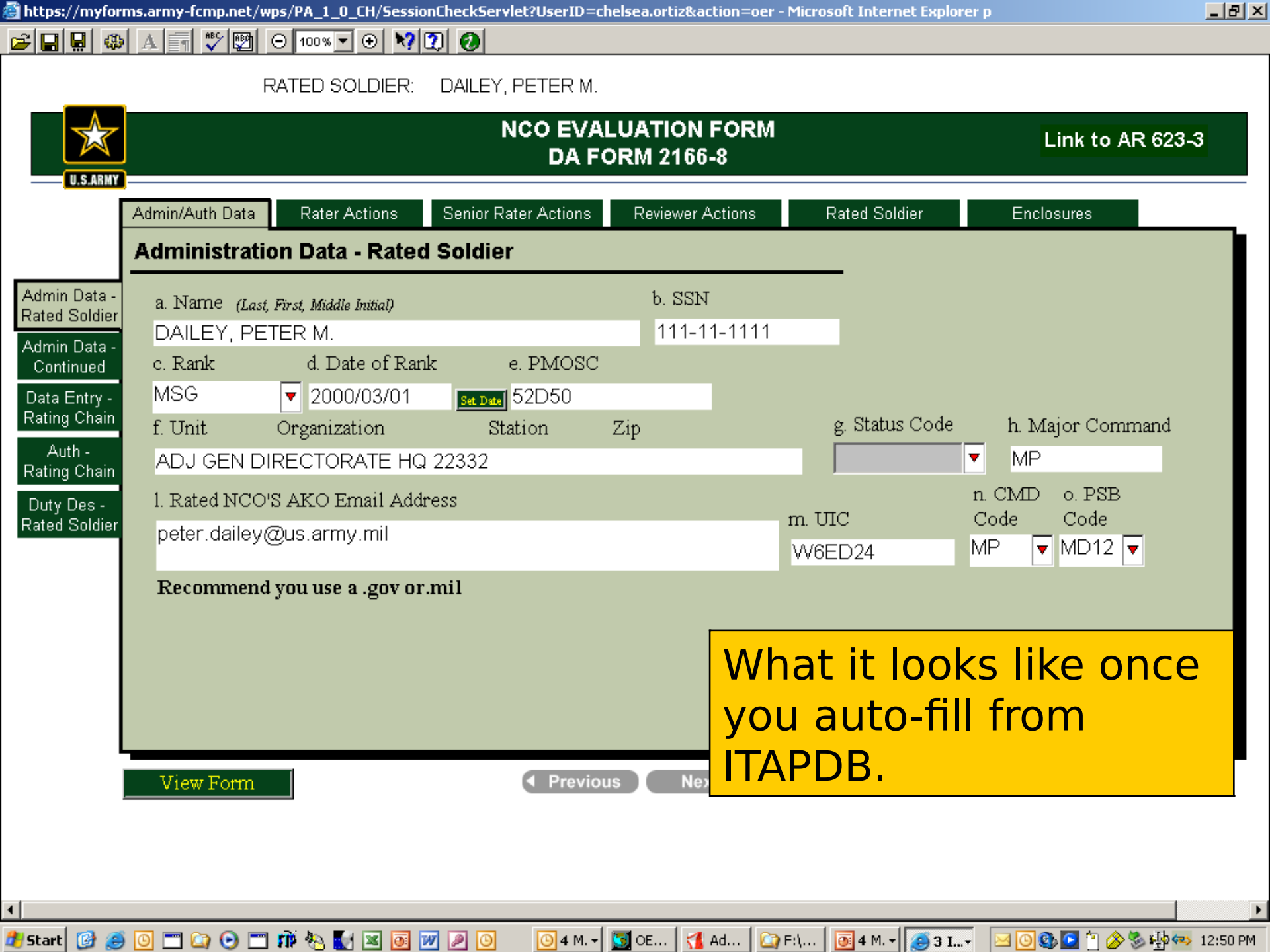
Next

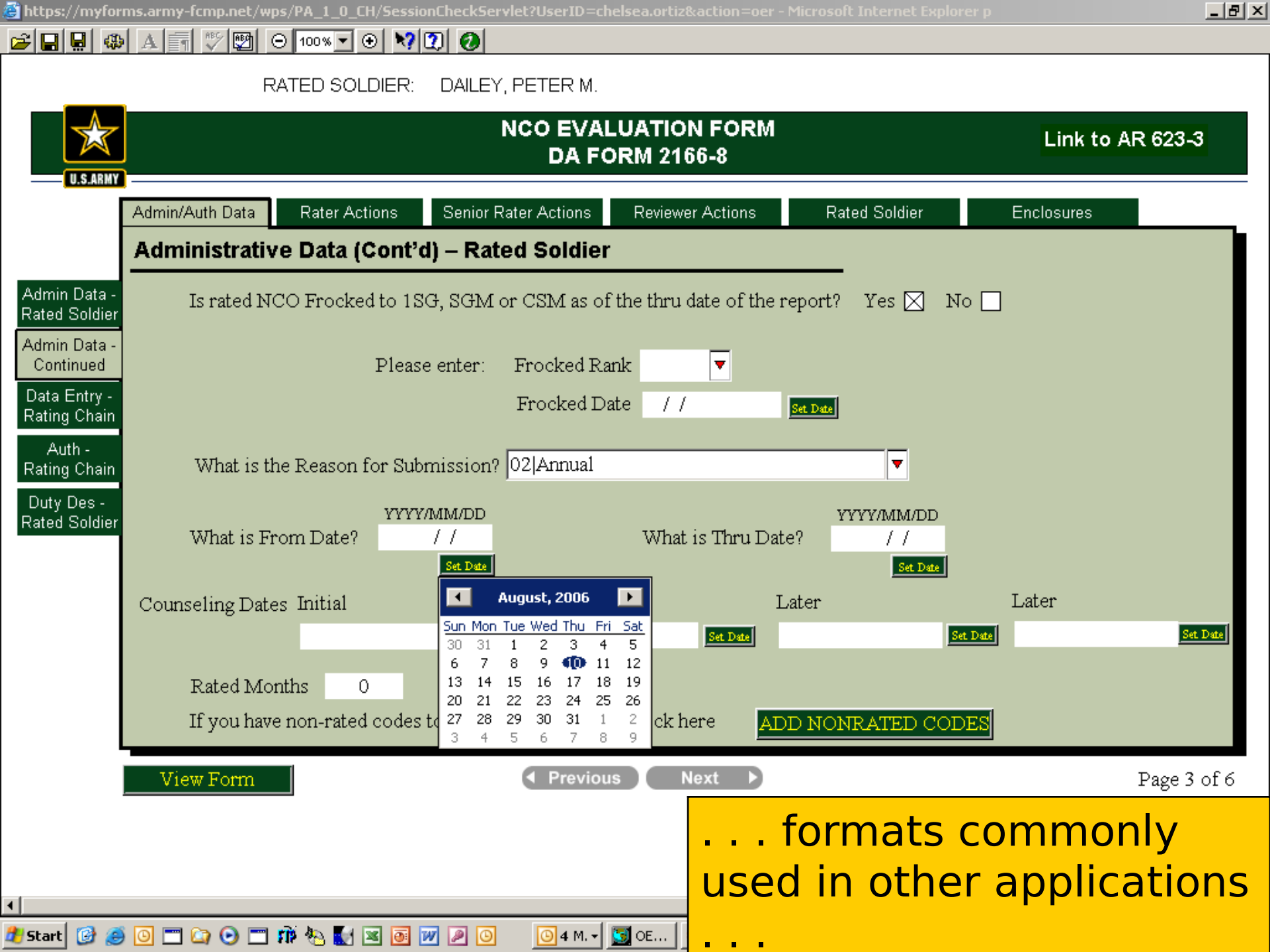
Start 4 M. OE... Ad... F:\... 4 M. 3 I... 1:04 PM


https://myforms.army-fcmp.net/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=TF%202166-8&fiel - Microsoft Internet Explorer p
100%
U.S.ARMY
NCO EVALUATION FORM
DA FORM 2166-8
You have selected to create an NCOER form using the wizard. If this is correct, select the component the Soldier belongs to and click the Next button to continue. If this is not correct select the Previous button to try again.
Which component does the Rated Soldier belong to?
Component
USAR
Status Code
IRR - Individual Ready Reserve
IMA - Individual Mobilization Augmentee
DIMA - Drilling Individual Mobilization Augmentee
TPU - Troop Program Unit
EAD - Extended Active Duty
AGR - Active Guard Reserve
MOB - Mobilized Soldier
TTAD - Temporary Tour Active Duty
Previous
Answers to this question guides subsequent rules and processes ...
The component for evaluations is established by where the Soldier gets promoted.
Start
1:02 PM


https://myforms.army-fcmp.net/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=TF%202166-8&fiel - Microsoft Internet Explorer p
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
NEXT >>
Edit Component
RA
USAR
RA
ARNG
NCO EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent is DCS, G-1
(FOUO)
AR 623-X, APPENDIX C.
PART I - ADMINISTRATIVE DATA
a. NAME (Last, First, Middle Initial)
b. SSN
c. RANK
d. DATE OF RANK
e. PMOSC
f.1. UNIT
f.2. STATUS CODE
g. REASON FOR SUBMISSION
m. UIC
n. CMD CODE
o. PSB CODE
(.gov or .mil)
SIGNATURE
DATE
RANK
RATER'S AKO EMAIL ADDRESS (.gov or .mil)
SENIOR RATER'S AKO EMAIL ADDRESS (.gov or .mil)
REVIEWER'S AKO EMAIL ADDRESS (.gov or .mil)
CONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)
If you realize you selected the wrong component up front for the rated Soldier you can change it at any point in the process. It is important to get the correct component as that guides subsequent rules and submission instructions.
Start
1:09 PM


https://myforms.army-fcmp.net/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=TF%202166-8&fiel - Microsoft Internet Explorer p
100%
U.S.ARMY
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Data Entry - Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Select Method for Data Entry – Rated Soldier
You may automatically populate this NCOER form by retrieving the rated soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.
Manually enter rated Soldier's administrative data.
Automatically populate the rated Soldier's administrative data by searching the Army personnel database.
Enter requested data and click SEARCH. (All fields highlighted in yellow are required.)
Ratee SSN
111-11-1111
Ratee Last Name (First Two Letters)
Da
SEARCH
Forms wizards feature auto-fill from Army databases . . .
View Form
Previous
Page 1 of 6
Start
12:47 PM


https://myforms.army-fcmp.net/wps/PA_1_0_CH/SessionCheckServlet?UserID=chelsea.ortiz&action=oer - Microsoft Internet Explorer p
RATED SOLDIER: DAILEY, PETER M.
U.S.ARMY
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Administration Data - Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
a. Name (Last, First, Middle Initial)
DAILEY, PETER M.
b. SSN
111-11-1111
c. Rank
MSG
d. Date of Rank
2000/03/01
Set Date
e. PMOSC
52D50
f. Unit Organization Station Zip
ADJ GEN DIRECTORATE HQ 22332
g. Status Code
h. Major Command
MP
l. Rated NCO'S AKO Email Address
peter.dailey@us.army.mil
m. UIC
W6ED24
n. CMD Code
MP
o. PSB Code
MD12
Recommend you use a .gov or.mil
What it looks like once you auto-fill from ITAPDB.
View Form
Previous
Start
12:50 PM


https://myforms.army-fcmp.net/wps/PA_1_0_CH/SessionCheckServlet?UserID=chelsea.ortiz&action=oer - Microsoft Internet Explorer p
RATED SOLDIER: DAILEY, PETER M.
U.S.ARMY
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Administrative Data (Cont'd) – Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Is rated NCO Frocked to 1SG, SGM or CSM as of the thru date of the report? Yes No
Please enter: Frocked Rank
Frocked Date / / Set Date
What is the Reason for Submission? 02|Annual
YYYY/MM/DD
What is From Date? / / Set Date
YYYY/MM/DD
What is Thru Date? / / Set Date
August, 2006
Sun Mon Tue Wed Thu Fri Sat
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31 1 2
3 4 5 6 7 8 9
Counseling Dates Initial
Set Date
Later
Set Date
Later
Set Date
Rated Months 0
If you have non-rated codes to ck here
ADD NONRATED CODES
View Form
Previous
Next
Page 3 of 6
. . . formats commonly used in other applications . . .

. . . A forms wizard with navigation tabs for user roles and major sections . . .

NCO EVALUATION FORM
DA FORM 2166-8

Link to AR 623

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | Rated Soldier | Enclosures

Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation

Army Values

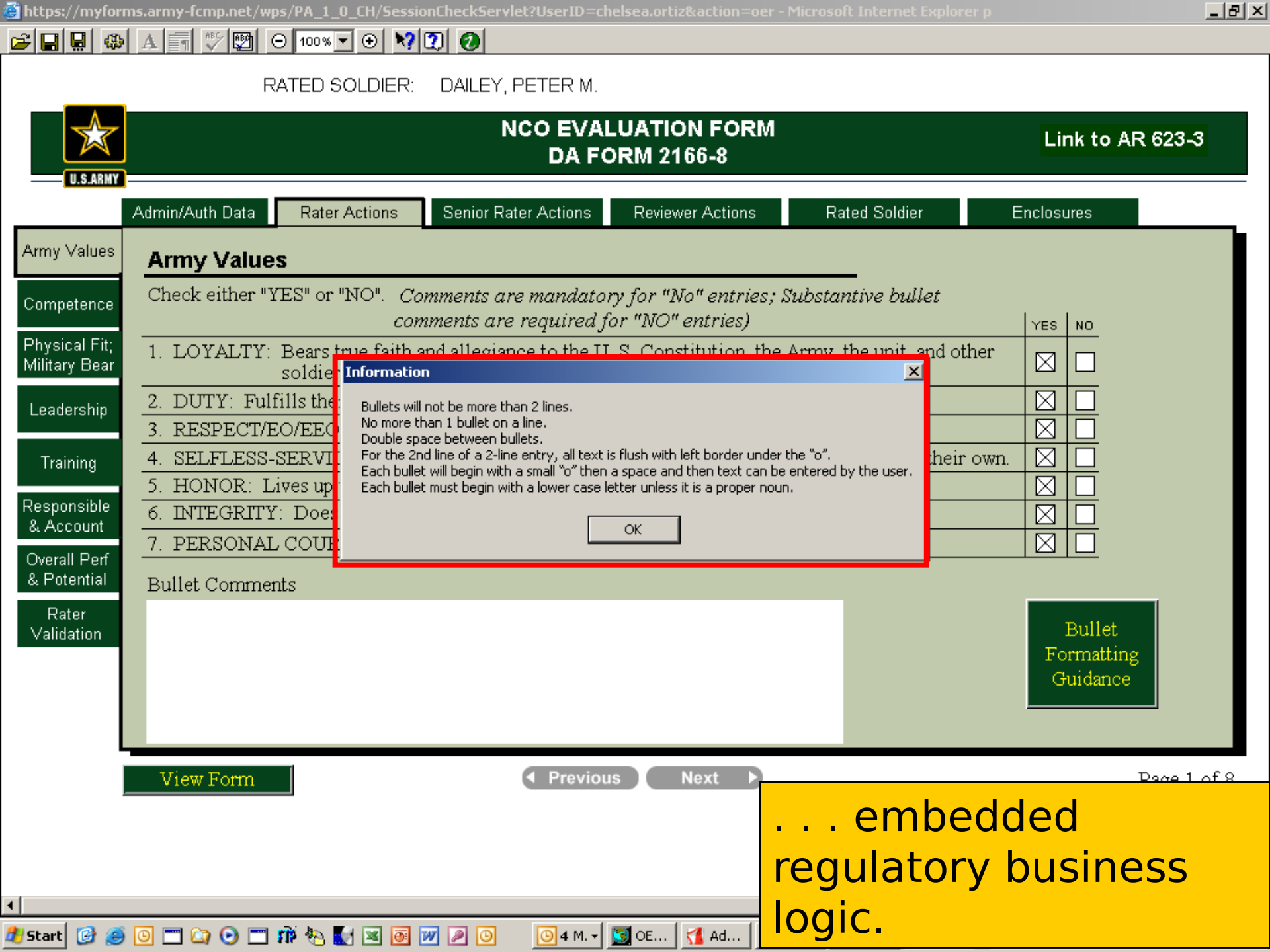
Check either "YES" or "NO". *Comments are mandatory for "No" entries; Substantive bullet comments are required for "NO" entries)*

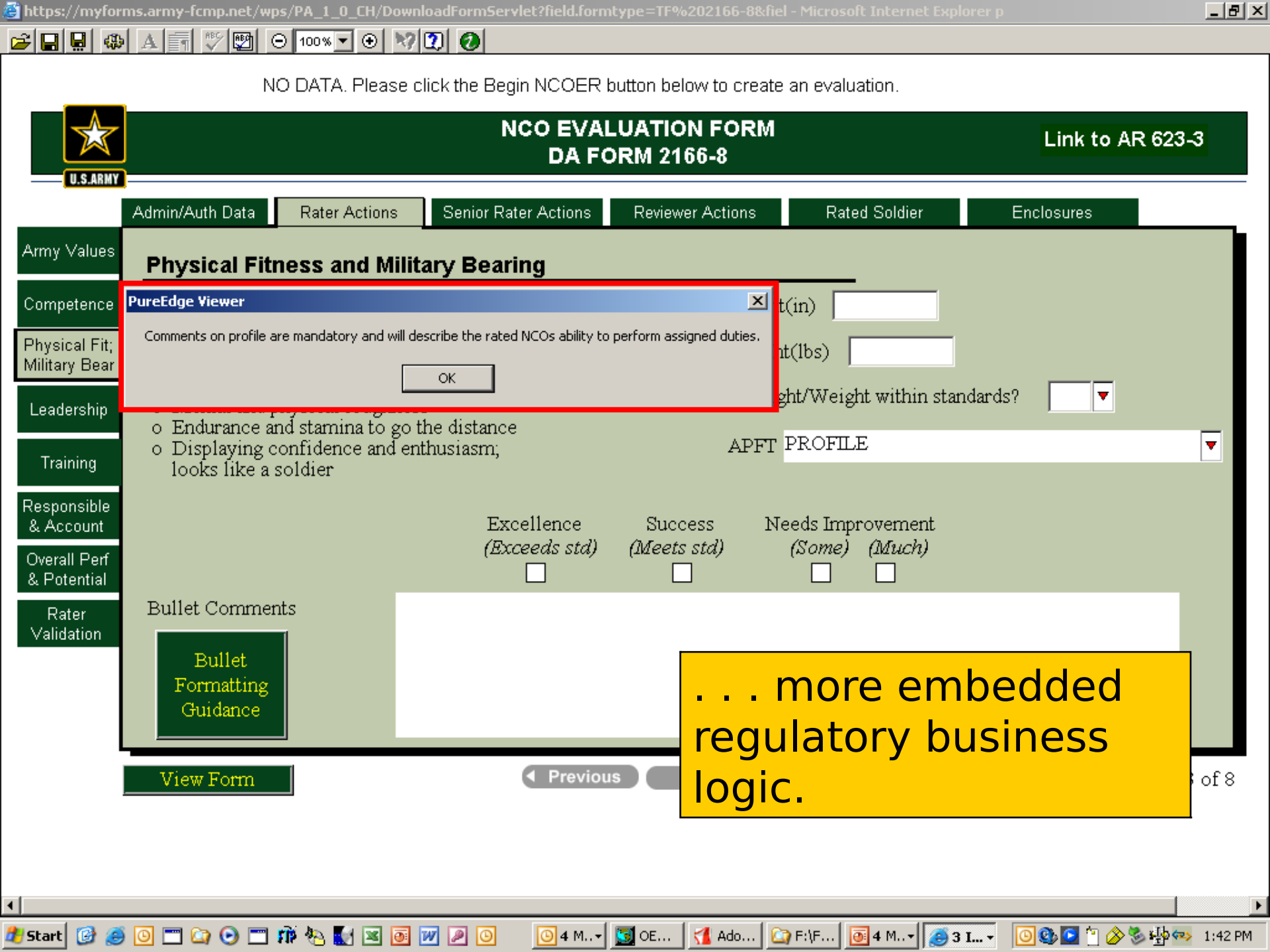
	YES	NO
1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other soldiers.	☒	☐
2. DUTY: Fulfills their obligations.	☒	☐
3. RESPECT/EO/EEO: Treats people as they should be treated.	☒	☐
4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.	☒	☐
5. HONOR: Lives up to all the Army values.	☒	☐
6. INTEGRITY: Does what is right - legally and morally.	☒	☐
7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).	☒	☐

Bullet Comments

Bullet Formatting Guidance

. . . and respective sub-tabs for more specific sections or functions . . .


https://myforms.army-fcmp.net/wps/PA_1_0_CH/SessionCheckServlet?UserID=chelsea.ortiz&action=oer - Microsoft Internet Explorer p
RATED SOLDIER: DAILEY, PETER M.
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation
Army Values
Check either "YES" or "NO". Comments are mandatory for "No" entries; Substantive bullet comments are required for "NO" entries)
YES
NO
1. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and other soldie
2. DUTY: Fulfills the
3. RESPECT/EO/EE
4. SELFLESS-SERVI
their own.
5. HONOR: Lives up
6. INTEGRITY: Does
7. PERSONAL COU
Information
Bullets will not be more than 2 lines.
No more than 1 bullet on a line.
Double space between bullets.
For the 2nd line of a 2-line entry, all text is flush with left border under the "o".
Each bullet will begin with a small "o" then a space and then text can be entered by the user.
Each bullet must begin with a lower case letter unless it is a proper noun.
OK
Bullet Comments
Bullet Formatting Guidance
View Form
Previous
Next
Page 1 of 8
. . . embedded regulatory business logic.


https://myforms.army-fcmp.net/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=TF%202166-8&fiel - Microsoft Internet Explorer p
NO DATA. Please click the Begin NCOER button below to create an evaluation.
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation
Physical Fitness and Military Bearing
PureEdge Viewer
Comments on profile are mandatory and will describe the rated NCOs ability to perform assigned duties.
OK
t(in)
ht(lbs)
ght/Weight within standards?
o Endurance and stamina to go the distance
o Displaying confidence and enthusiasm; looks like a soldier
APFT PROFILE
Excellence (Exceeds std)
Success (Meets std)
Needs Improvement (Some)
(Much)
Bullet Comments
Bullet Formatting Guidance
View Form
Previous
of 8
. . . more embedded regulatory business logic.
Start
1:42 PM

https://myforms.army-fcmp.net/wps/PA_1_0_CH/SessionCheckServlet?UserID=chelsea.ortiz&action=oer - Microsoft Internet Explorer p

RATED SOLDIER: DAILEY, PETER M.

U.S.ARMY

NCO EVALUATION FORM
DA FORM 2166-8

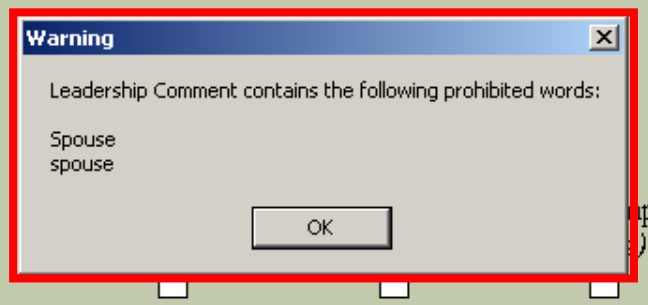
Link to AR 623-3

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | Rated Soldier | Enclosures

- Army Values
- Competence
- Physical Fit; Military Bear
- Leadership
- Training
- Responsible & Account
- Overall Perf & Potential
- Rater Validation

Leadership

Bullet comments are mandatory. Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."



...provement
...) (Much)

Bullet Comments

o outstanding performance planning and executing Installation Spouse Appreciation Banquet

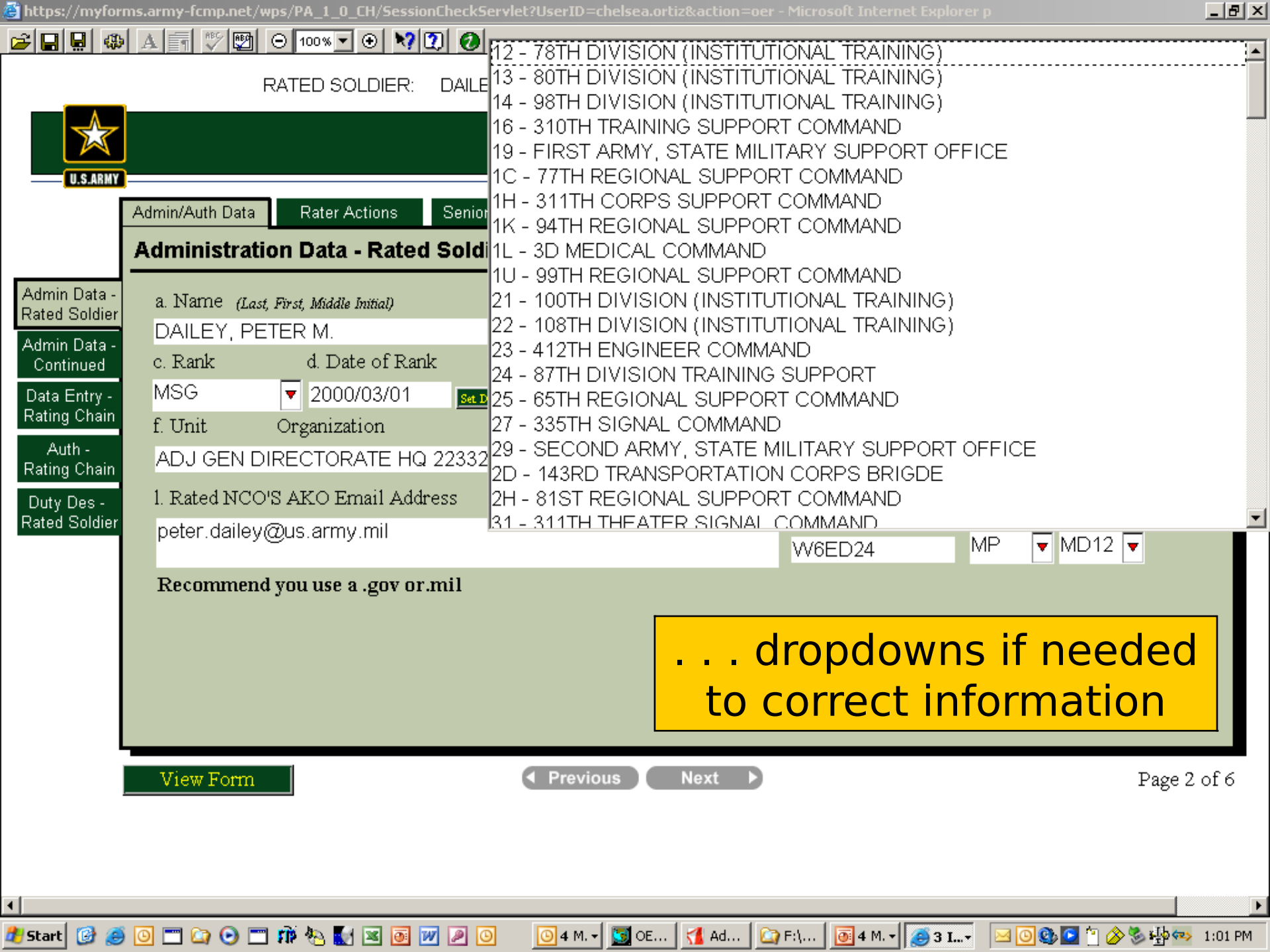
Bullet Formatting Guidance

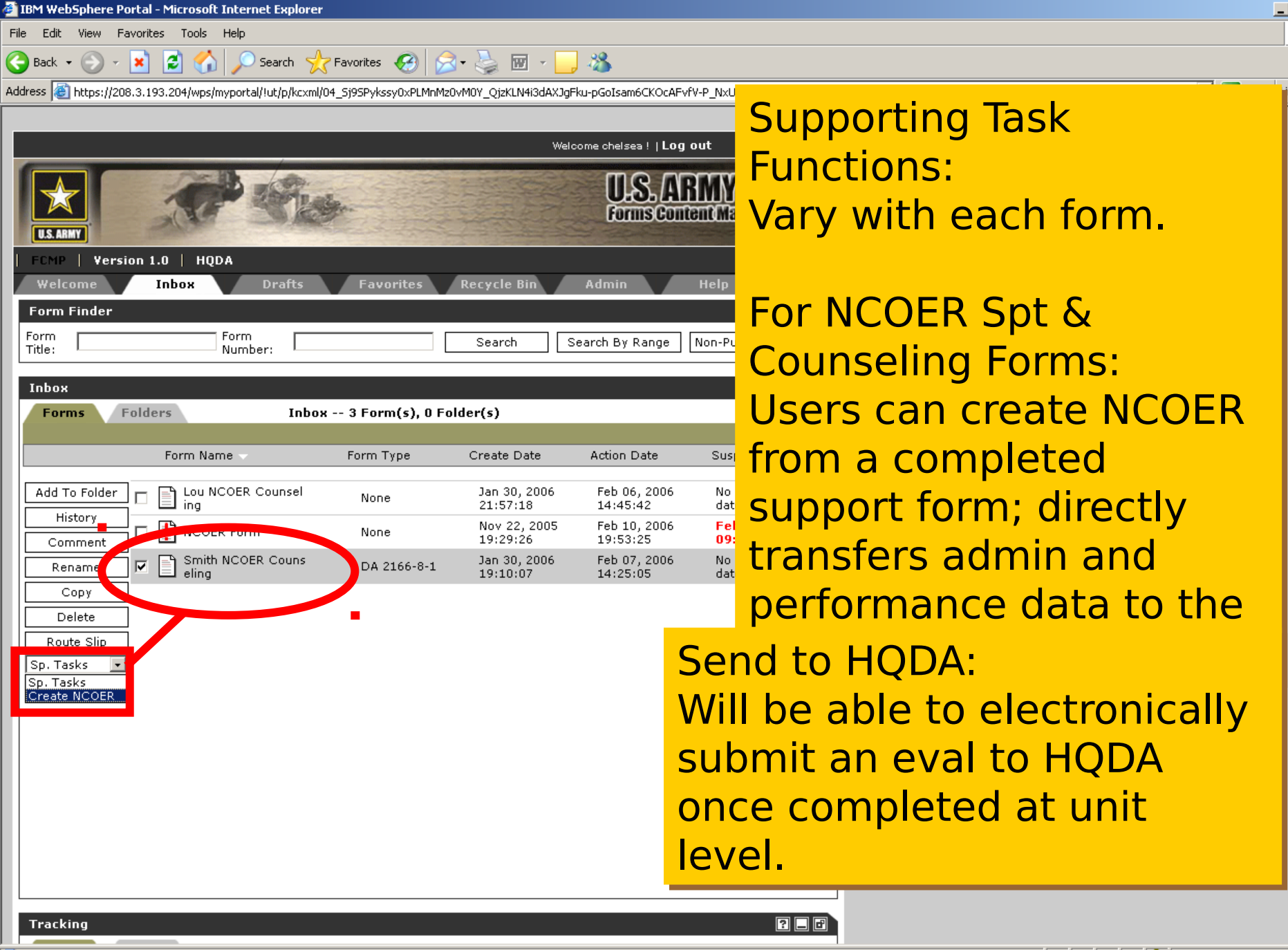
. . . logic includes prohibitions ...

View Form | Previous | Next

Page 4 of 8

Start 4 M... OE... Ad... F:\... 4 M... 3 I... 12:59 PM


https://myforms.army-fcmp.net/wps/PA_1_0_CH/SessionCheckServlet?UserID=chelsea.ortiz&action=oer - Microsoft Internet Explorer p
RATED SOLDIER: DAILE
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior
Administration Data - Rated Soldi
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
a. Name (Last, First, Middle Initial)
DAILEY, PETER M.
c. Rank
d. Date of Rank
MSG
2000/03/01
Set D
f. Unit Organization
ADJ GEN DIRECTORATE HQ 22332
l. Rated NCO'S AKO Email Address
peter.dailey@us.army.mil
Recommend you use a .gov or.mil
12 - 78TH DIVISION (INSTITUTIONAL TRAINING)
13 - 80TH DIVISION (INSTITUTIONAL TRAINING)
14 - 98TH DIVISION (INSTITUTIONAL TRAINING)
16 - 310TH TRAINING SUPPORT COMMAND
19 - FIRST ARMY, STATE MILITARY SUPPORT OFFICE
1C - 77TH REGIONAL SUPPORT COMMAND
1H - 311TH CORPS SUPPORT COMMAND
1K - 94TH REGIONAL SUPPORT COMMAND
1L - 3D MEDICAL COMMAND
1U - 99TH REGIONAL SUPPORT COMMAND
21 - 100TH DIVISION (INSTITUTIONAL TRAINING)
22 - 108TH DIVISION (INSTITUTIONAL TRAINING)
23 - 412TH ENGINEER COMMAND
24 - 87TH DIVISION TRAINING SUPPORT
25 - 65TH REGIONAL SUPPORT COMMAND
27 - 335TH SIGNAL COMMAND
29 - SECOND ARMY, STATE MILITARY SUPPORT OFFICE
2D - 143RD TRANSPORTATION CORPS BRIGDE
2H - 81ST REGIONAL SUPPORT COMMAND
31 - 311TH THEATER SIGNAL COMMAND
W6ED24
MP
MD12
. . . dropdowns if needed to correct information
View Form
Previous
Next
Page 2 of 6
Start
1:01 PM



Supporting Task Functions:
Vary with each form.

For NCOER Spt & Counseling Forms:
Users can create NCOER from a completed support form; directly transfers admin and performance data to the

Send to HQDA:
Will be able to electronically submit an eval to HQDA once completed at unit level.

https://eim-dev.net/wps5cluster/wps/PA_1_0_18L/FormDownloadServlet?servlaction=lookup&userid=bi - Microsoft Internet Explorer

File Edit View Go To Favorites Help

Back Search Favorites Media

Address https://eim-dev.net/wps5cluster/wps/PA_1_0_18L/FormDownloadServlet?servlaction=lookup&userid=billy.pate Go Links

100%

U.S. ARMY

U.S. ARMY
Forms Content Management

ENCLOSEURES | SUBMIT | CLOSE | SAVE | PRINT | EMAIL | WIZARD | NEXT >>

NCO EVALUATION REPORT

For use of this form, see AR 623-205; the proponent is DCS, G-1

SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX C.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK
DAILEY, PETER RICHARD	111-11-1111	MSG

f. UNIT ORG. STATION	ZIP CODE OR APO	MAJOR COMMAND
RECRUITING RETENTIONS SCHOOL FT JACKSON SC 97		TRADOC

h. PERIOD COVERED FROM (Year Month Day)	THRU (Year Month Day)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO'S AKO EMAIL ADDR
20040331	20050330	10	E,,,	0	Recommend you use a .gov peter.dailey@eim-usa.com

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SSN	SIGNATURE	DATE
BURNS, ROBERT A.	222-22-2222	Click to Approve	AUTOMATIC

RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	RATER'S AKO EMAIL ADDRESS (recommend a .gov or .mil)
SFC	95B30	Org Unit	Platoon Sergeant	robert.burns@us.army.mil

b. NAME OF SENIOR RATER (Last, First, Middle Initial)	SSN	SIGNATURE	DATE
SUMMERS, DONNA B.	333-33-3333	Click to Approve	AUTOMATIC

RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	SENIOR RATER'S AKO EMAIL ADDRESS (.gov or .mil)
1LT	31A	Org Unit	Platoon Leader	donna.summers@us.army.mil

c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the report completed through Part V, except Parts IId and IIe. I am aware of the appeals process of AR 623-205.	SIGNATURE	DATE
		AUTOMATIC

d. NAME OF REVIEWER (Last, First, Middle Initial)	SSN	SIGNATURE	DATE
USTINOV, PETER C.	444-44-4444	Click to Approve	AUTOMATIC

RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	REVIEWER'S AKO EMAIL ADDRESS (.gov or .mil)
CPT	31A	Org Unit	Company Command	peter.ustinov@us.army.mil

e. ☐ CONCUR WITH RATER AND SENIOR RATER EVALUATIONS ☐ NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL *(See attached comments)*

PART III - DUTY DESCRIPTION *(Rater)*

a. PRINCIPAL DUTY TITLE	b. DUTY MOSC
Squad Leader	95B40

c. DAILY DUTIES AND SCOPE *(To include, as appropriate, people, equipment, facilities and dollars)*

Electronic Approvals: Critical for deployed and dispersed units.

Unknown Zone

Start | Sent Items - Microsof... | OERS-E | FCMP Demo in power... | IBM WebSphere Porta... | https://eim-dev.ne... | 10:33 AM

https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p

90%

U.S. ARMY
Forms Content Management

SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >>

Edit Component

CLICK HERE

OFFICER EVALUATION REPORT

For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK(yyyymmdd)	e. BRANCH	f. DESIGNATED SPECIALTIES / PMOS(MI)
PAN, PETER	111-11-1111	CW4	20010501	OD	915E6P

g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g.2. STATUS CODE	h. REASON FOR SUBMISSION
HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW		02 Annual

i. PERIOD COVERED FROM (yyyymmdd)	i. PERIOD COVERED THRU (yyyymmdd)	j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil)	n. UIC	o. CMD CODE	p. PSB CODE
20050112	20060111	12			peter.pan@us.army.mil	WW3SAA	MW	MD11

PART II - AUTHENTICATION *(Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)*

a. NAME OF RATER (Last,First,MI)	SSN	RANK	POSITION	SIGNATURE	DATE
HOOK, JOHN	222-22-2222	CPT	Company Commander	Click to Approve	
b. NAME OF INTERMEDIATE RATER(Last,First,MI)	SSN	RANK	POSITION	SIGNATURE	DATE
	- -			Click to Approve	
c. NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
BELL, TINKER	333-33-3333	LTC	Battalion Commander	Click to Approve	

SENIOR RATER'S ORGANIZATION	BRANCH SENIOR RATER TELEPHONE NUMBER	E-MAIL ADDRESS (.gov or .mil)
	( ) -	

d. This is a referred report. Do you wish to make comments? ☐ Yes,comments are attached ☐ No

e. SIGNATURE OF RATED OFFICER | DATE

PART III - DUTY DESCRIPTION

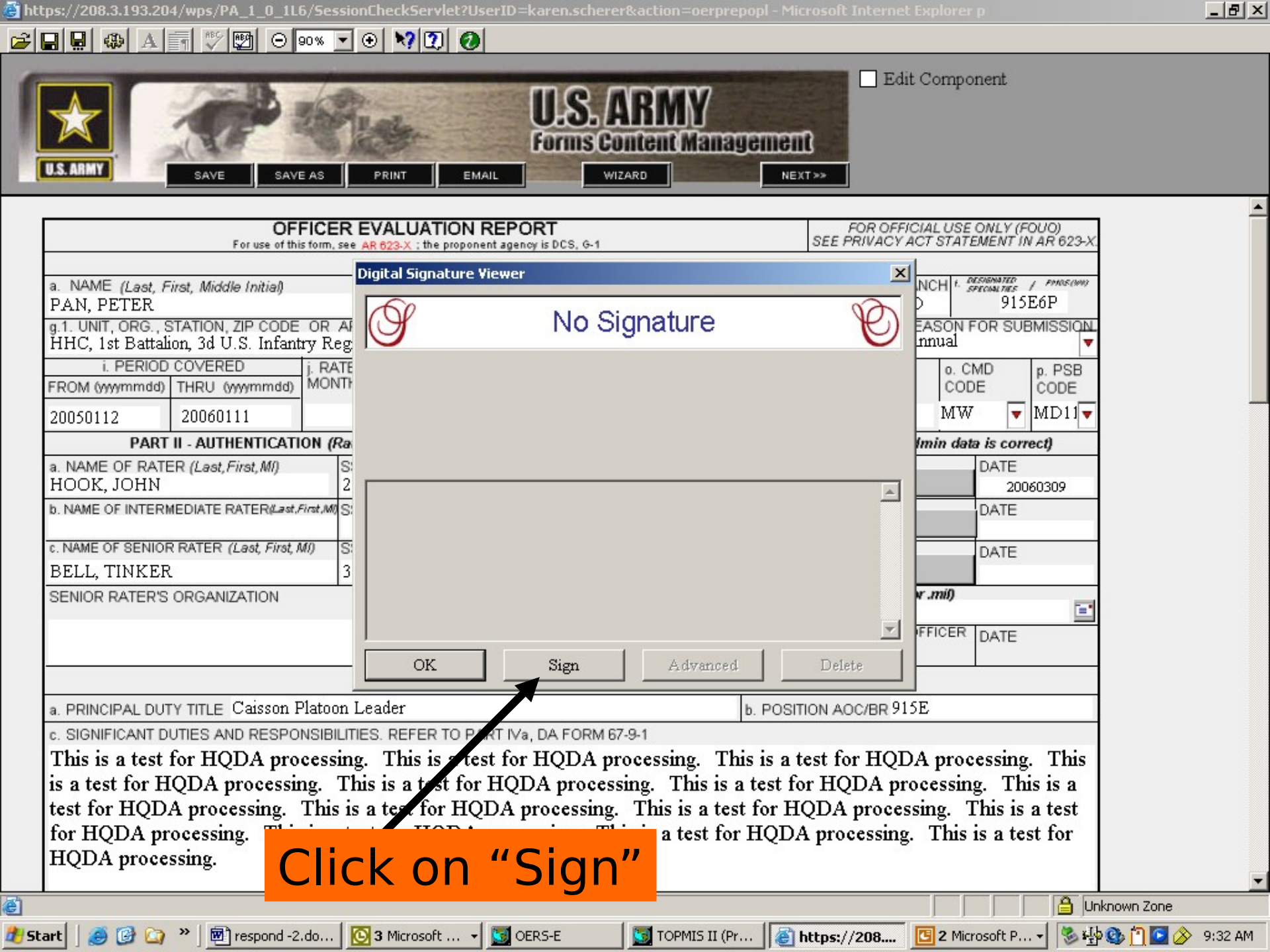
a. PRINCIPAL DUTY TITLE	b. POSITION AOC/BR
Caisson Platoon Leader	915E

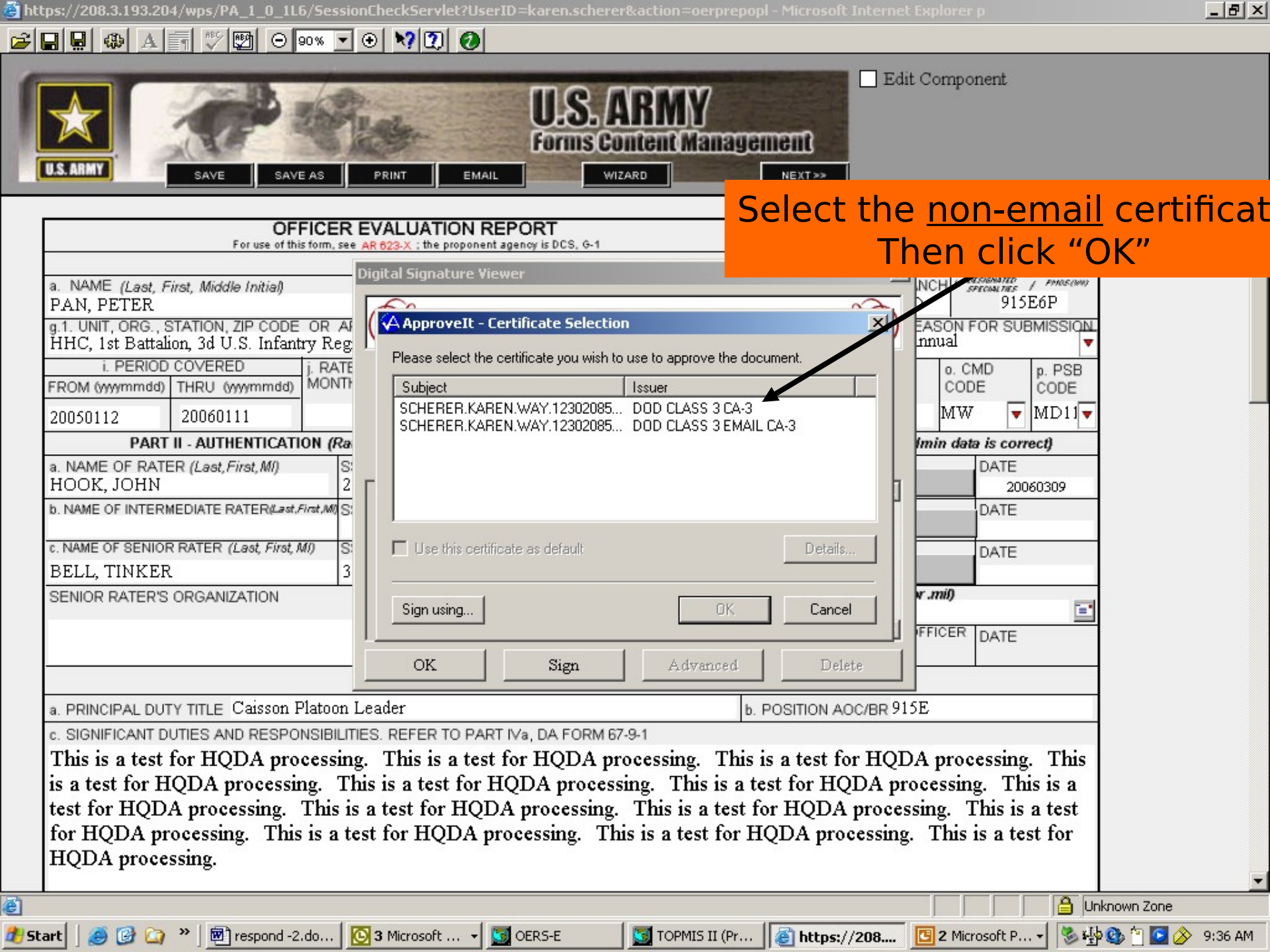
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

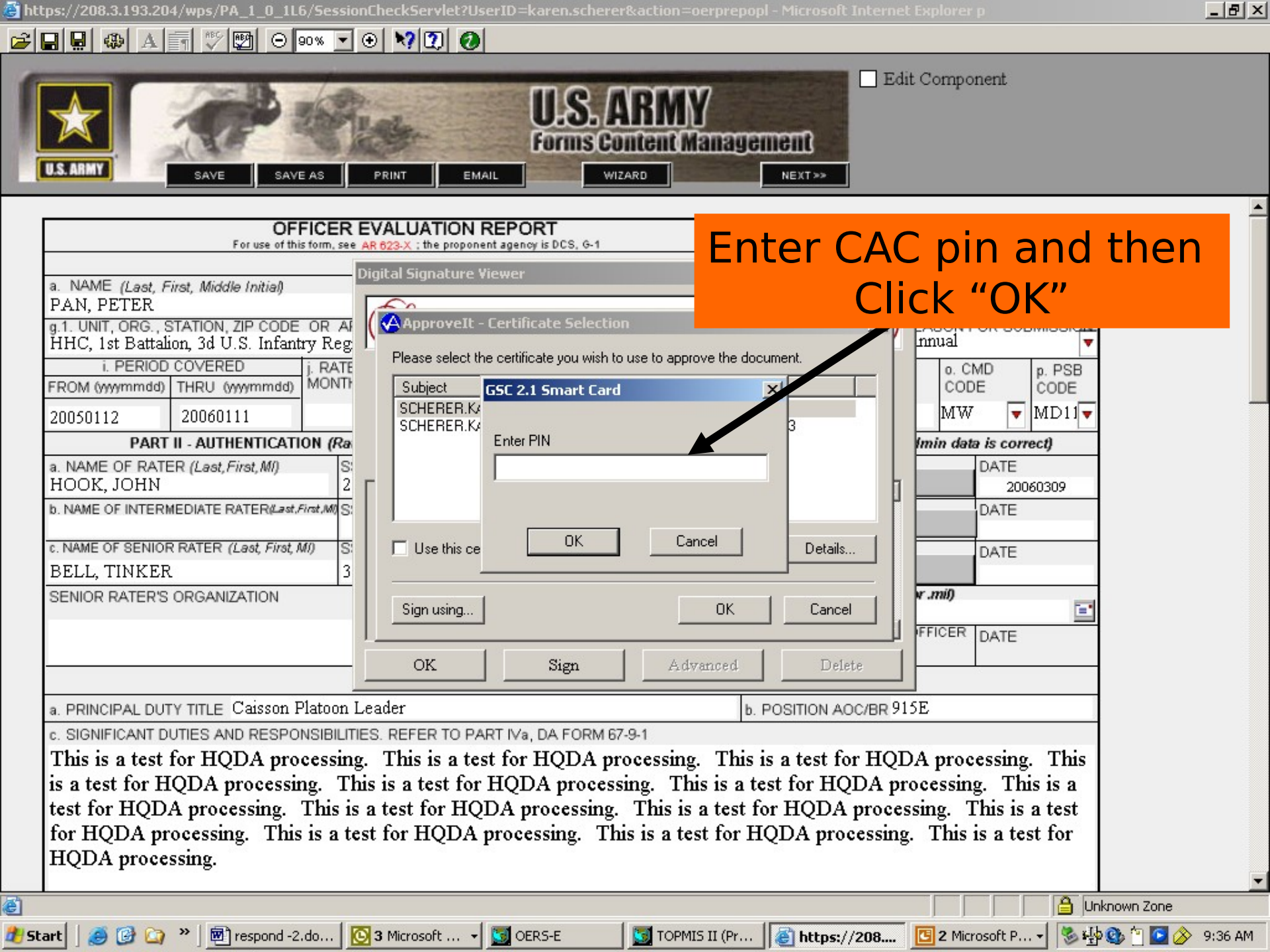
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.

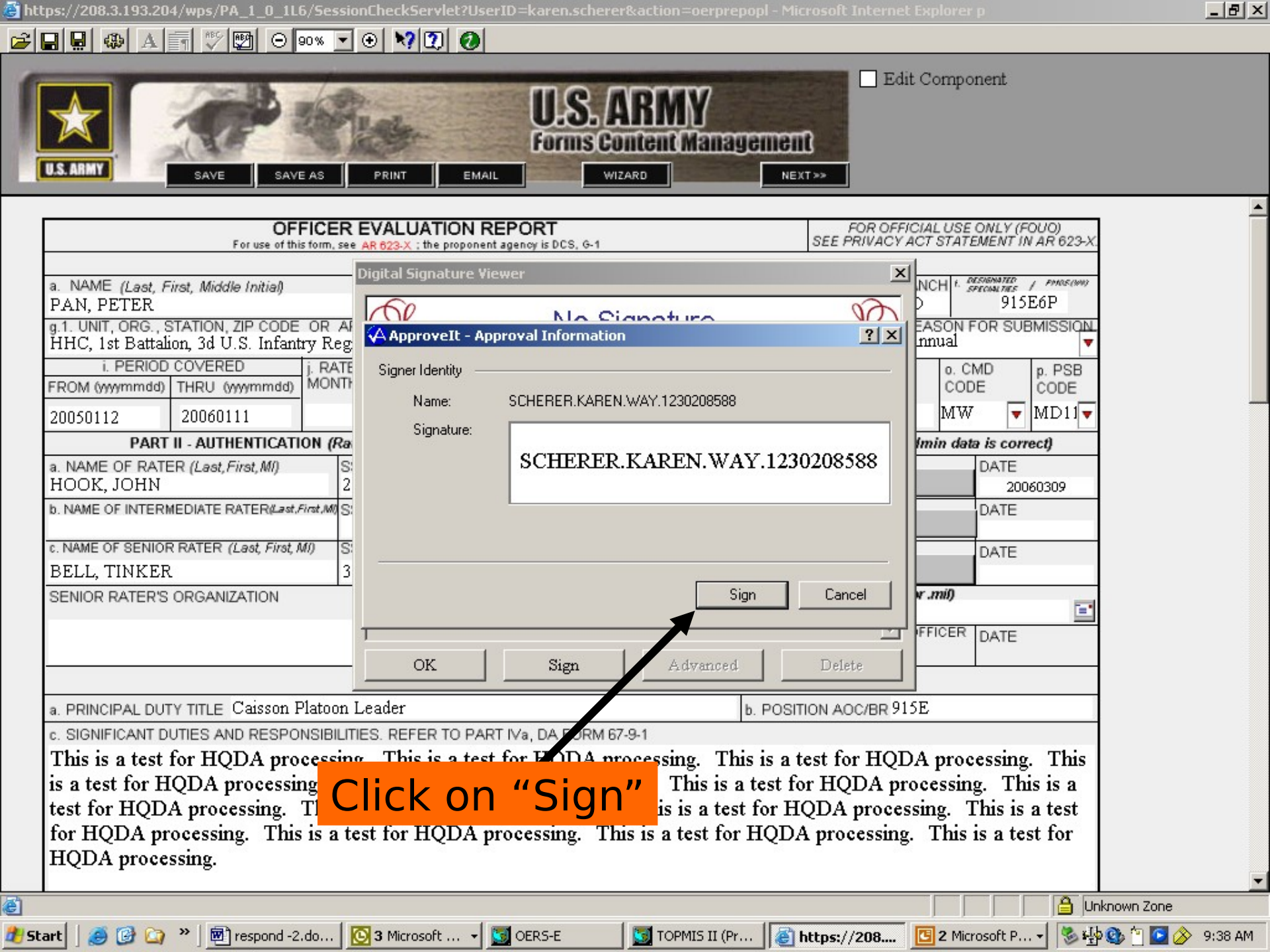
Unknown Zone

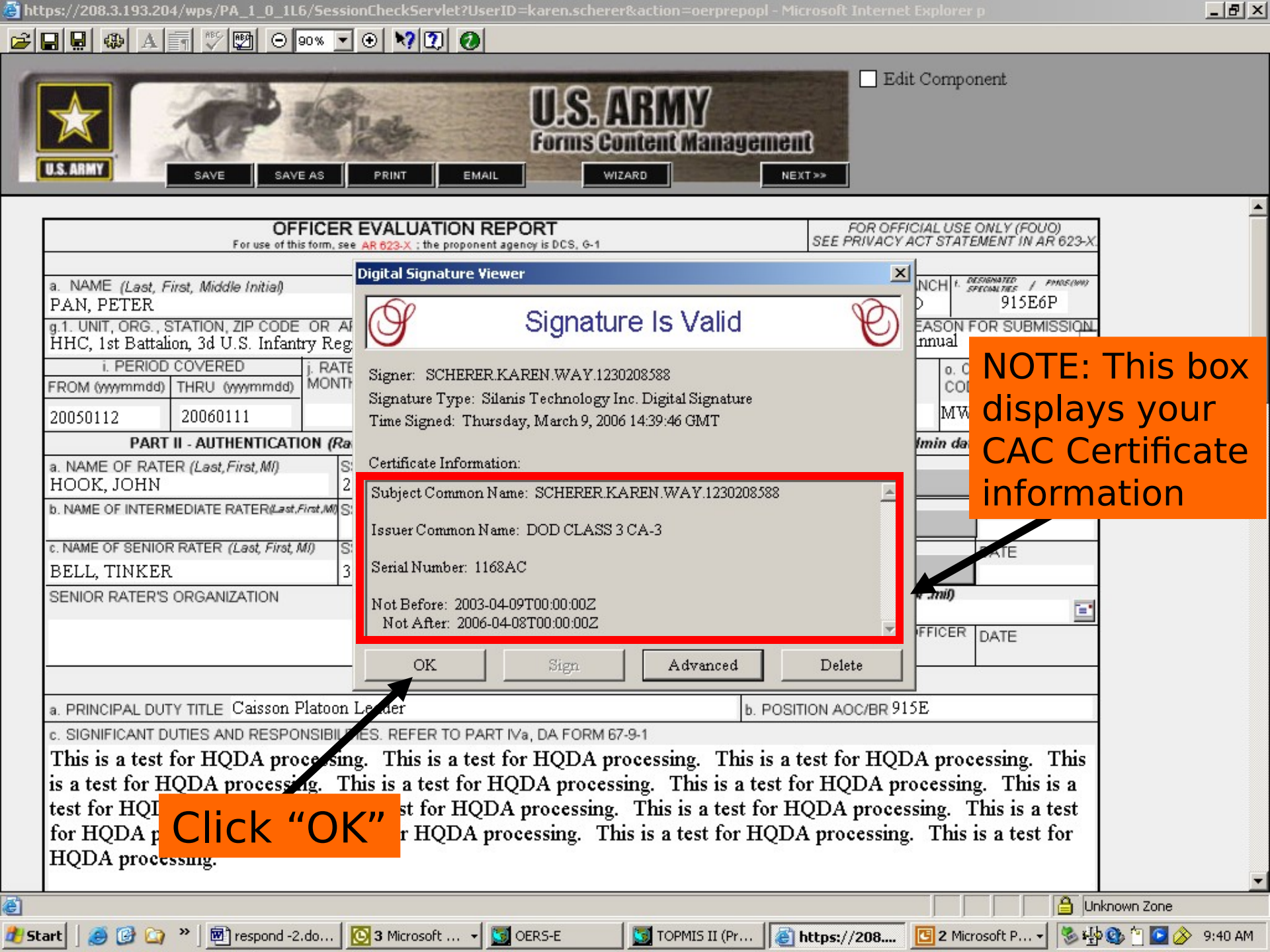
Start | respond -2.do... | 4 Microsoft ... | OERS-E | TOPMIS II (Pr... | https://208.... | 2 Microsoft P... | 9:29 AM

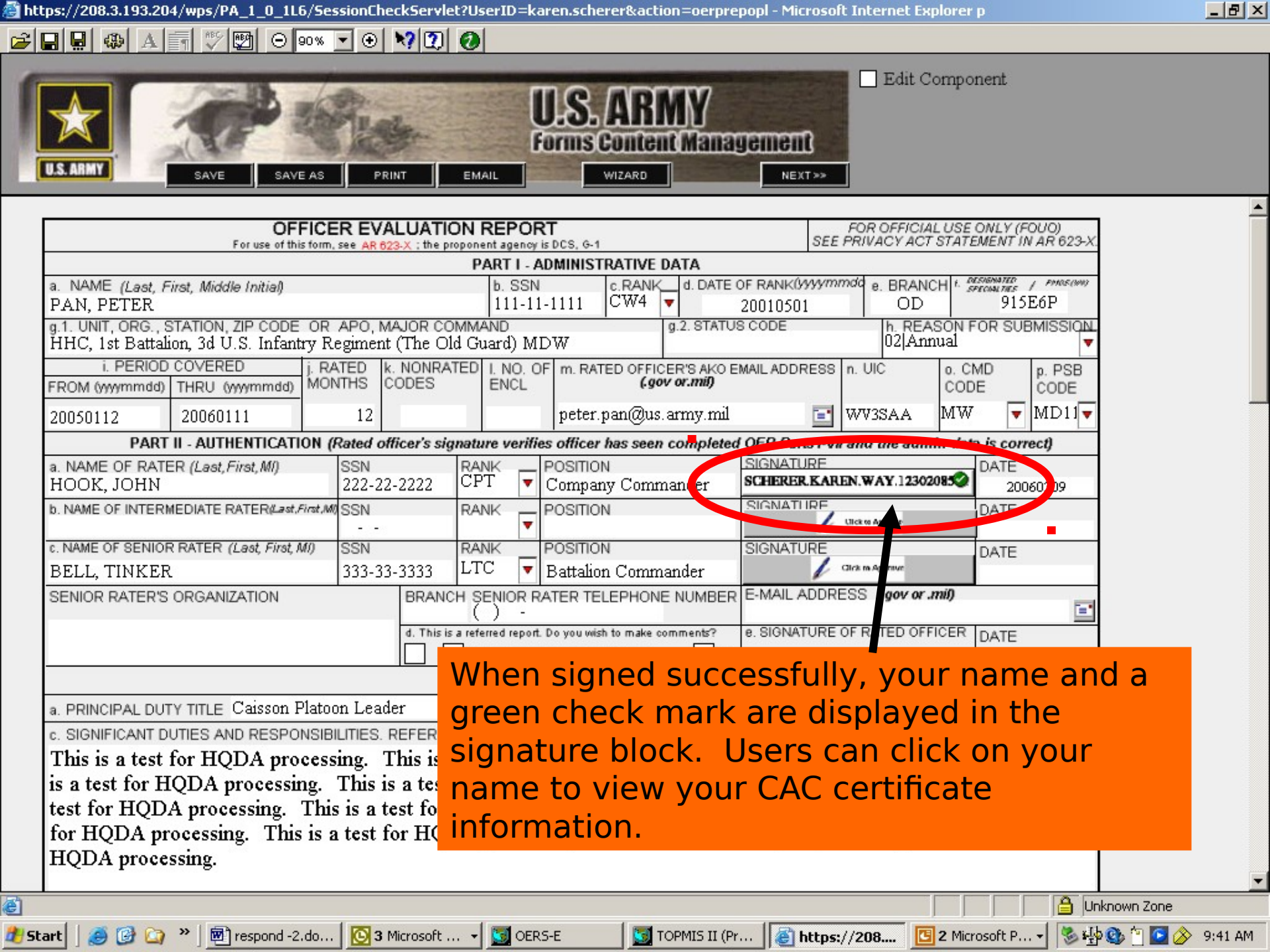

https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
90%
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
915E6P
EASON FOR SUBMISSION
nnual
o. CMD CODE
p. PSB CODE
MW
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Digital Signature Viewer
No Signature
OK
Sign
Advanced
Delete
Click on “Sign”
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:32 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
90%
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
Select the non-email certificat
Then click "OK"
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION (Ra
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
Digital Signature Viewer
ApproveIt - Certificate Selection
Please select the certificate you wish to use to approve the document.
Subject
Issuer
SCHERER.KAREN.WAY.12302085... DOD CLASS 3 CA-3
SCHERER.KAREN.WAY.12302085... DOD CLASS 3 EMAIL CA-3
Use this certificate as default
Details...
Sign using...
OK
Cancel
OK
Sign
Advanced
Delete
915E6P
EASON FOR SUBMISSION
nnual
o. CMD CODE
p. PSB CODE
MW
MD11
lmin data is correct)
DATE
20060309
DATE
DATE
.mil)
FFICER
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:36 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
90%
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
Enter CAC pin and then Click "OK"
Digital Signature Viewer
ApproveIt - Certificate Selection
Please select the certificate you wish to use to approve the document.
Subject
SCHERER.K
SCHERER.K
GSC 2.1 Smart Card
Enter PIN
OK
Cancel
Use this ce
Details...
Sign using...
OK
Cancel
OK
Sign
Advanced
Delete
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
j. RATE
MONTH
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION (Ra
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
DATE
20060309
DATE
DATE
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:36 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
Edit Component
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
915E6P
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
Digital Signature Viewer
No Signature
ApproveIt - Approval Information
Signer Identity
Name:
SCHERER.KAREN.WAY.1230208588
Signature:
SCHERER.KAREN.WAY.1230208588
Sign
Cancel
OK
Sign
Advanced
Delete
a. PRINCIPAL DUTY TITLE
Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Click on "Sign"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:38 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
915E6P
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
Digital Signature Viewer
Signature Is Valid
Signer: SCHERER.KAREN.WAY.1230208588
Signature Type: Silanis Technology Inc. Digital Signature
Time Signed: Thursday, March 9, 2006 14:39:46 GMT
Certificate Information:
Subject Common Name: SCHERER.KAREN.WAY.1230208588
Issuer Common Name: DOD CLASS 3 CA-3
Serial Number: 1168AC
Not Before: 2003-04-09T00:00:00Z
Not After: 2006-04-08T00:00:00Z
OK
Sign
Advanced
Delete
NOTE: This box displays your CAC Certificate information
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Click "OK"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:40 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
U.S. ARMY
Forms Content Management
Edit Component
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
PART I - ADMINISTRATIVE DATA
a. NAME (Last, First, Middle Initial)
PAN, PETER
b. SSN
111-11-1111
c. RANK
CW4
d. DATE OF RANK(yyyymmdd)
20010501
e. BRANCH
OD
f. DESIGNATED SPECIALTIES / PMOS(MI)
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND
HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW
g.2. STATUS CODE
h. REASON FOR SUBMISSION
02|Annual
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
j. RATED MONTHS
12
k. NONRATED CODES
l. NO. OF ENCL
m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil)
peter.pan@us.army.mil
n. UIC
WV3SAA
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
SSN
222-22-2222
RANK
CPT
POSITION
Company Commander
SIGNATURE
SCHERER.KAREN.WAY.12302085
DATE
20060
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
SSN
RANK
POSITION
SIGNATURE
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SSN
333-33-3333
RANK
LTC
POSITION
Battalion Commander
SIGNATURE
DATE
SENIOR RATER'S ORGANIZATION
BRANCH
SENIOR RATER TELEPHONE NUMBER
E-MAIL ADDRESS (.gov or .mil)
d. This is a referred report. Do you wish to make comments?
e. SIGNATURE OF RATED OFFICER
DATE
a. PRINCIPAL DUTY TITLE
Caisson Platoon Leader
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER
This is a test for HQDA processing. This is
is a test for HQDA processing. This is a te
test for HQDA processing. This is a test fo
for HQDA processing. This is a test for HQ
HQDA processing.
When signed successfully, your name and a green check mark are displayed in the signature block. Users can click on your name to view your CAC certificate information.
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:41 AM

End of demonstration
Questions?